

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](#).

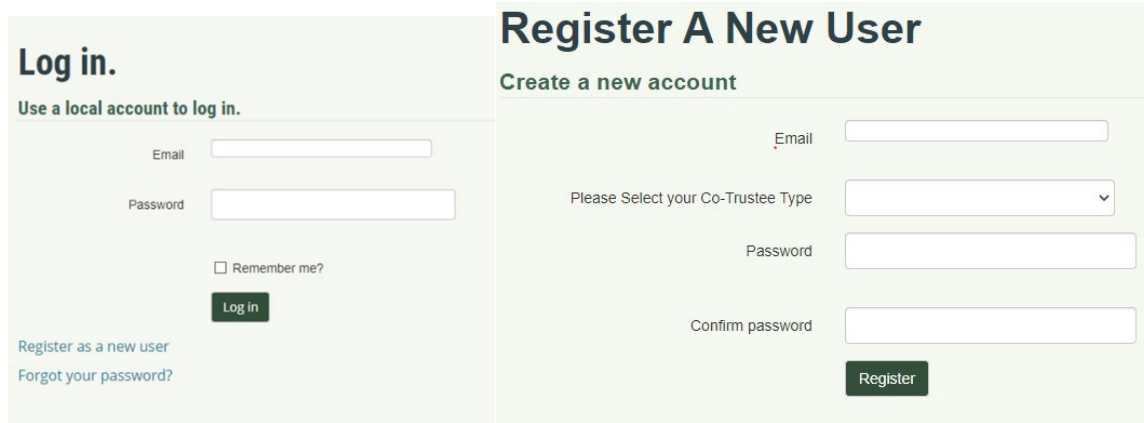
The screenshot displays the DARTS Website interface. At the top, there is a navigation bar with the U.S. Department of the Interior logo and links for "Document Library Home", "Search NRDAR Cases", "Website Case Map", and "Document Search". Below the navigation bar is a large banner image of a scenic lake and forest. A welcome message follows, explaining the site's purpose for internal and external stakeholders. The main content area is split into two columns. The left column features the "NRDAR Map", which is a map of the United States with numerous colored markers indicating case locations. Below the map is a small text box and an "Explore the Map" button. The right column features the "Case Document Library" for a specific case, "M/V Kuroshima". This section includes a table with columns for "Area/Case ID", "State", "Case Name", "Case Status", "Case Type", and "CI". Below the table is a "Case Description" section with a text area and a small image of a boat. At the bottom of the page, there is a "View Your Withdrawal Requests" button.

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](#).

If you are a co-trustee here to check the status of your restoration withdrawal requests and update restoration project details, visit the Co-Trustee Dashboard. You can find a link from the dashboard to the form for submitting new withdrawal requests, and also from each of your Case Detail pages within the Case Document Library. You must be a registered user and login to view these areas of the site.

[View Your Restoration Projects and Withdrawal Requests](#)

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.

Co-Trustee Dashboard

Co-trustees are able to add and update restoration projects, enter cost collection data, and submit withdrawal request forms from this dashboard.

NOTICE: Please logout when completed by clicking the logout link, and do not save login information/password on public computers.

logged in as: chelsey_nordstrom@ios.doi.gov | [Log out](#)

Restoration Projects

Your assigned Cases and their associated projects are displayed here. If you are not sure to which case you are adding a restoration project or are not able to find a case, please contact NRDAR Admins.

The case names below are links to the public Damage Case page if they are publicly available cases. Restoration projects for each case are listed below the case names. Clicking on a restoration project name will take you to the Restoration Project Detail page for editing the project data. To add a new restoration project, click the Add New Restoration Project button under a case name.

Case Name	Last Modified
Deepwater Horizon NRDA	
TEST Case	
+ Add New Restoration Project	
Bank Stabilization of the Test River	6/1/2023
h	3/31/2023
International project	4/14/2023
New project	4/13/2023
test	4/6/2023
Testing document issues	3/27/2023

Withdrawal Requests

[Submit a New Withdrawal Request](#)
View the Withdrawal Request Guidance document.

Saved/Submitted Requests

View	Title	Request Type	Case Name	Total Request Amt.	Entered By	Entered Date	Status

No records to display.

Completed Requests

View	Title	Request Type	Case Name	Location	Total Request Amt.	Entered By	Entered Date	Completed Date
								07/18/2023

No records to display.

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.

Case and Request Details

Request Type

Case Name

Project Name

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

Financial Account(s) *please first select a case from the dropdown*

Restoration Funding Type

Remarks

Upload Supporting Documents

Select Document

Restoration Project

Document Title

Document Type

Uploaded Supporting Documents *No supporting documents have been uploaded. Please use the tool above to upload these documents. A trustee council resolution memo must be uploaded if state or tribe funded.*

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.

Amounts To Be Allocated ?

To DOI Bureaus

Bureau	Amount
BIA	<input type="text"/>
BLM	<input type="text"/>
BOR	<input type="text"/>
FWS	<input type="text"/>
NPS	<input type="text"/>
USGS	<input type="text"/>
ORDA	<input type="text"/>
Other	<input type="text"/>
<small>enter bureau name</small>	<input type="text"/>

DOI Bureau Indirects

+ Add new record

Bureau	Indirect Amount	Destination Office	Destination Financial Account	
No records to display.				
Total:				

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.

To Non-DOI Federal Agencies ?

Agency	Amount	Destination Financial Accounts
No records to display.		
Total:		

To State Agencies ?

Agency	Amount	Destination Financial Accounts
No records to display.		
Total:		

NRD Trustee State Agencies ?

Agency	Amount	Destination Financial Accounts
No records to display.		
Total:		

To Tribes ?

Agency	Amount	Destination Financial Accounts
No records to display.		
Total:		

Withdrawal Form Troubleshooting:

Q: I do not see my financial account, Case list, or withdrawal submission.

- Please contact ORDA Operations at DOINRDAR@ios.doi.gov.

Q: The form is not letting me press “submit”.

- There are several reasons that might be the case:
 - Are there any errors/missing information that is needed? The list can be seen above the submit button
 - Is the circle in the browser running? If so, it is trying to submit so just give it a few more minutes.

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