

Alabama Drycleaning Environmental Response Trust Fund

June 8, 2016

Simple Rules

1. All fees to the Department of Revenue must be current.
2. Submit a COMPLETE Cost Proposal for work required by ADEM or Payment Request for work completed under an authorized Cost Proposal before the Board cut-off date posted on the website.
 - COMPLETE=all signatures, notarized application, three quotes attached for items without Board approved rates, actual invoices for work performed

- The Board will limit quarterly authorizations of all cost proposals to 80% of average quarterly income from prior fiscal year. For the fiscal year between October 1, 2014-September 30, 2015, the average quarterly income was \$69,004, therefore the Board will authorize up to \$55,203 per quarter. The new average quarterly income will be recalculated for the November 2016 Board meeting.
- Cost Proposal Authorizations will be granted based on priority ranking of the site by ADEM and date the Cost Proposal was received.
- Only Cost Proposals and Payment Requests that are received by the cut-off date at the Board office with original notarized signatures are eligible for consideration. The Potentially Eligible Party must be current with payment of fees to the Department of Revenue.
- The Board will not hold Cost Proposals or Payment Requests, thus, if a Cost Proposal or Payment Request is not authorized, it needs to be resubmitted in the quarter to be considered.
- Do not submit Cost Proposals unless ADEM has required additional work. Do not submit more than One Cost proposal for consideration per quarter, unless specifically discussed with ADEM and the Board Engineer. (For example, do not submit Cost Proposals for multiple groundwater monitoring events).
- Only submit one Payment Request for each authorized Cost Proposal. No splitting of Cost Proposals.
- Only submit a Payment Request when all work is completed for a site. If ADEM determines that work is incomplete, the Payment Request will not be considered by the Board. (For example, if IDW has not been properly disposed, ADEM will determine that the work is not complete and the Payment Request will not be considered).
- A Cost Proposal is only valid for one year. If a Payment Request is not submitted, the Cost Proposal will be void. The ADEC may submit up to 2 requests for extensions accompanied by a valid reason for not completing the work (i.e. can't achieve off-site

access). After 2 extensions, if the Payment Request is not received, the Cost Proposal will be void and no work completed will be reimbursable under that Cost Proposal Authorization.

- The Department of Revenue will not process Payment Requests unless the name, address, and tax ID form exactly match information previously submitted to the Department of Revenue. The Board does not have access to the Department of Revenue forms to check, so if something is wrong (spelling of name, street address, tax id number), they will Green slip the Payment and it will be delayed. If something has changed, a revised W9 form should be submitted with the Payment Request.
- Three quotes are required for any activity/action that does not have a maximum reimbursable rate on the Board's website. (for example, any laboratory analysis, piece of equipment, remediation subcontractor and IDW disposal, etc.). Failure to provide three quotes with the Cost Proposal may result in non-consideration of the Cost Proposal.