

Supplemental Information  
Cost Proposals and Payment Requests  
Alabama Drycleaning Environmental Response Trust Fund  
February 2015

Use current Cost Proposal and Payment Request forms on the Board website at [www.drycleaningtrustfund.alabama.gov](http://www.drycleaningtrustfund.alabama.gov). All information on the Cost Proposal and Payment Request Forms must match the information previously submitted (i.e. name, address, Department of Revenue Account number, Tax identification number). If there is a change in ownership or address, the appropriate forms must be submitted prior to consideration of Cost Proposals or Payment Requests.

All cost must be pre-approved and covered by an authorized Cost Proposal. In order to receive reimbursement for work performed, a Payment Request must be received within 1 year of the authorized Cost Proposal or an extension shall be requested from the Board Engineer with rationale for delay of the work. Board policies are posted on the Board website at [www.drycleaningtrustfund.alabama.gov](http://www.drycleaningtrustfund.alabama.gov).

Only work required by the Alabama Department of Environmental Management (ADEM) is eligible for reimbursement through the Alabama Drycleaning Trust Fund. Please do not submit Cost Proposals for work that ADEM has not yet required. The Board will no longer hold Cost Proposals or Payment Requests for consideration at future Board meetings. (For example, don't submit Cost Proposals for multiple groundwater monitoring events at one time. Only submit a Cost Proposal for the next required event and be sure that the Cost Proposal numbers are sequential.) If a Cost Proposal or Payment Request is not considered due to the fact that ADEM has not required the work, or ADEM has not accepted the report, that Cost Proposal or Payment Request must be resubmitted with current signatures for the quarter it will be considered by the Board.

The Board's maximum reimbursement schedule is posted on the website. If a standard maximum rate is not provided, you **must provide quotes from three vendors** for those items with the cost proposal. This includes field equipment, analytical, drilling, capital expenses and waste disposal. You may provide an estimate for office expenses such as copies or shipping, but actual receipts are required when the Payment Request is submitted. The Payment Request must include actual invoices for work performed and evidence that the required reports were submitted to ADEM.

Please note that Cost Proposals are used to authorize costs in each category for work to be performed. If costs exceed the amount authorized in any category (even if the total is less than the authorized amount), an explanation of the reason for the exceedance must be submitted and an addendum approved prior to consideration of the Payment Request. Failure to obtain an addendum will result in reimbursement for only the amount that was authorized in the Cost Proposal.