

INSTRUCTIONS FOR THE BUDGET / BILLING FORMS FOR THE UNDERGROUND STORAGE TANK FUND

The Illinois Environmental Protection Agency (Illinois EPA) has revised the Budget/Billing Forms for the Underground Storage Tank Fund (Fund). These forms should be used when an owner/operator wants to seek reimbursement from the Fund. The Illinois EPA prefers that the new forms be used; however, if an owner/operator has received approval of a budget on the old forms, the old forms should be used for the application of payment for those particular costs. Any additional budgets and subsequent applications for payment should be on the Illinois EPA's new Budget/Billing Forms.

General Information

On September 13, 1993, Title XVI, Petroleum Underground Storage Tanks, was added to Illinois Environmental Protection Act. Title XVI requires owners/operators to submit a budget plan and receive approval from the Illinois EPA if reimbursement from the Fund will be sought. A site that has reported a release of petroleum from an underground storage tank (UST) on or after September 13, 1993, or if an owner/operator has elected to proceed in accordance with the requirements of Title XVI, is subject to Title XVI and 35 Ill. Adm. Code Part 732 and is, therefore, required to submit a budget prior to seeking reimbursement except in the case of Early Action.

Early Action activities to be considered for reimbursement are to be performed within 45 days of the Illinois Emergency Management Agency (IEMA) date (date release was reported), unless the Owner/Operator requests in writing an extension of early action activities and receives written approval from the IEPA. The written request for an extension must be received by the IEPA prior to the 45th day after the IEMA date.

Time and material billing forms will be required for early action costs; however, a budget does not have to be approved by the IEPA for these activities. The billing forms the IEPA has used in the past will still be used for activities that require time and material breakdowns. Please submit the forms titled "Personnel Summary Sheet", "Equipment", "Stock Items", "Field Purchases", and "Subcontractors" with Early Action bills. See specific instructions for forms that pertain to your claim at the beginning of the particular claim form. When submitting bills, an accounting of all costs must be provided (i.e. bills and receipts).

Sites with a release of petroleum from an UST reported prior to September 13, 1993 are subject to Section 22.18 et al. and 35 Ill. Adm. Code Part 731 (old law) and are not required to submit a budget plan.

Budgets

A complete budget must include all of the following items as noted:

1. **Site Information** form (pages A-1 and A-2) must be completed for each budget submittal;
2. **Proposed Budget Summary and Budget Total** form (page B-1) must be completed for each budget submittal;
3. **Investigation Costs** form (pages E-1 and E-2) if investigative costs will be requested for reimbursement;
4. **Analysis Costs** form (pages F-1 and F-2) if analytical costs will be requested for reimbursement;
5. **Personnel** form (pages G-1 and G-2) if personnel costs will be requested for reimbursement;
6. **Equipment Costs** form (pages H-1 and H-2) if equipment costs will be requested for reimbursement;
7. **Field Purchases and Other Costs** form (pages I-1 and I-2) if field purchases or other costs will be requested for reimbursement;
8. **Handling Charges** form (pages J-1 and J-2) must be completed for all budgets;
9. **Low Priority Corrective Action** form (pages K-1 and K-2) must be completed for every Low Priority Corrective Action budget including amendments;
10. **High Priority Corrective Action** form (pages L-1 and L-2) must be completed for every High Priority Corrective Action budget including amendments;
11. **Justification for Budget Amendment** form (page M-1) must be completed for all budget amendments;
12. **Owner/Operator and Professional Engineer Budget Certification Form** must be completed for each budget submittal; and
13. A copy of the **Eligibility and Deductibility Determination** from the OSFM or IEPA must be submitted with each budget submittal.

The complete budget should be submitted with an associated work plan. The forms may be copied; however, one form must include original signatures. The original and one copy should be mailed to:

Illinois Environmental Protection Agency
Bureau of Land - #24
LUST Section
1021 North Grand Avenue East
Post Office Box 19276
Springfield, Illinois 62794-9276

Requests for Payment Title XVI

A complete application for payment must include all of the following items as noted:

1. **Site Information** form (pages A-1 and A-2) must be completed for each application for payment;
2. **Approved Budget Summary and Billing Summary** form (page C-1) must be completed for each application for payment;
3. **Payment Certification** form (page D-1) must be completed for each application for payment;
4. **Investigation Costs** form (pages E-1 and E-2) if investigative costs will be requested for reimbursement;
5. **Analysis Costs** form (pages F-1 and F-2) if analytical costs will be requested for reimbursement;
6. **Personnel** form (pages G-1 and G-2) if personnel costs will be requested for reimbursement;
7. **Equipment Costs** form (pages H-1 and H-2) if equipment costs will be requested for reimbursement;
8. **Field Purchases and Other Costs** form (pages I-1 and I-2) if field purchases or other costs will be requested for reimbursement;
9. **Handling Charges** form (pages J-1 and J-2) must be completed for each application for payment;
10. **Low Priority Corrective Action** form (pages K-1 and K-2) must be completed for every Low Priority Corrective Action application for payment;
11. **High Priority Corrective Action** form (pages L-1 and L-2) must be completed for every High Priority Corrective Action application for payment;
- 12.1. **Owner/Operator and Professional Engineer Billing Certification Form** must be completed for each application for payment;
13. **Private Insurance Coverage Questionnaire** must be completed for each application for payment;
14. **Private Insurance Affidavit** must be completed for each application for payment;
15. **Federal Taxpayer Identification Form** must be completed for each application for payment;
16. **Women and Minority Business Enterprises Form** must be completed for each application for payment;
17. A copy of the **Eligibility and Deductibility Determination** from the OSFM or IEPA must be submitted with each application for payment;
18. Copies of all bills and receipts for which reimbursement is sought must be submitted with each application for payment;
19. Documentation that the deductible has been paid (e.g., canceled check(s));
20. A copy of the OSFM or City of Chicago Permit for removal of the UST(s) must be submitted if applicable; and
21. A copy of the Illinois EPA's letter granting an extension of the 45-day period for ? Early Action? if applicable.
22. A copy of the Illinois EPA's letter approving the budget for which costs are sought for reimbursement.

Requests for Payment Old Law

A complete application for payment must include all of the following items as noted:

1. **Site Information** form (pages A-1 and A-2) must be completed for each application for payment;
2. **Payment Certification** form (page D-1) must be completed for each application for payment;
3. **Summary Sheet for all Time and Material Charges** must be completed for each application for payment;
4. **Personnel Summary Sheet;**
5. **Equipment Summary Sheet;**
6. **Stock Items Summary Sheet;**
7. **Field Purchases Summary Sheet;**
8. **Subcontractor Summary Sheet;**
9. **Owner/Operator and Professional Engineer Billing Certification Form** must be completed for each application for payment;
10. **Private Insurance Coverage Questionnaire** must be completed for each application for payment;
11. **Private Insurance Affidavit** must be completed for each application for payment;
12. **Federal Taxpayer Identification Form** must be completed for each application for payment;
13. **Women and Minority Business Enterprises Form** must be completed for each application for payment;
14. A copy of the **Eligibility and Deductibility Determination** from the OSFM or IEPA must be submitted with each application for payment;
15. Copies of all bills and receipts for which reimbursement is sought must be submitted with each application for payment;
16. Documentation that the deductible has been paid (e.g., canceled check(s)); and
17. A copy of the OSFM or City of Chicago Permit for removal of the UST(s) must be submitted if applicable.

The complete application for payment with original signature for either old law or Title XVI should be mailed to:

Illinois Environmental Protection Agency
Bureau of Land - #24
LUST Claims Unit
1021 North Grand Avenue East
Post Office Box 19276
Springfield, Illinois 62794-9276