

## **Annual Budget Submittal Instructions – Phase I, O&M**

Effective July 1, 2011, all active claims in Priority Classes A, B, and C will begin implementation of a pre-approved annual budget and scope of work (SOW). In order to begin the annual budget process, Fund technical staff placed each active A, B, and C claim in one of five budget categories. The latest budget category list was posted on our website on 11/24/10 and can be found at:

[http://www.waterboards.ca.gov/water\\_issues/programs/ustcf/technicalformsinfo.shtml](http://www.waterboards.ca.gov/water_issues/programs/ustcf/technicalformsinfo.shtml).

The Fund will continue to process budget category change requests as needed in between phases of requesting and reviewing annual budgets for 2011-2012.

***All claims in the O&M category have been allocated \$50,000 for the 2011-2012 State fiscal year beginning July 1, 2011, and ending June 30, 2012. Your annual budget can NOT exceed \$50,000.***

Your technical contact at the Fund will be: \_\_\_\_\_, and can be contacted at [\\_\\_\\_\\_\\_@waterboards.ca.gov](mailto:_____@waterboards.ca.gov).

Please find your claim(s) on the attached Excel table ([Email Contact Info for O&M Sites.xls](#)), and prepare the annual budget using the Excel table ([Blank Detailed Budget Table.xls](#)). Please fill out all the applicable sections of the Annual Budget Table, showing line item costs for all expected reimbursable expenditures during the 2011-2012 fiscal year. The budget table includes some line item expenses, *but likely not all site specific expenses*, related to Project Management, Groundwater Monitoring, and the nuts and bolts of Remedial System O&M for each claim. You may add line items to the budget table, as needed, and as long the total for all activities does not exceed your \$50,000 allotment for the 2011-2012 fiscal year.

Also attached, you will see a Project Narrative form. Please use the Project Narrative form to write a one page snapshot of each claim providing brief statements for the six items requested on the form.

All O&M Annual Budgets and Project Narratives are due back to the Fund no later than **January 18, 2011**. Send your O&M budget to your technical contact listed above, and [ustcleanupfund@waterboards.ca.gov](mailto:ustcleanupfund@waterboards.ca.gov). Please submit ONE BUDGET per EMAIL; and please make the Subject Line of the email follow this convention: CLAIM # - O&M Budget for 2011-2012. All submittals must be returned in Excel format for the Budget Table, and Word for the Project Narrative. PDFs can NOT be accepted.

Finally, please remember to check the Fund web site link regularly to view the latest news and information about upcoming annual budgets at [http://www.waterboards.ca.gov/water\\_issues/programs/ustcf/#news](http://www.waterboards.ca.gov/water_issues/programs/ustcf/#news). As always, please remember that you must continue to comply with existing regulatory directives, regardless of whether the Fund can pay reimbursement requests. If necessary, the Fund recommends that you discuss with your regulator how to continue corrective action work, on a smaller-scale, or in a phased approach for the next fiscal year.