

MEMORANDUM OF UNDERSTANDING

CALIFORNIA REGIONAL WATER QUALITY CONTROL BOARD, LOS ANGELES REGION

AND

THE CITY OF LOS ANGELES DEPARTMENT OF WATER AND POWER

1. Purpose of MOU

The purpose of this Memorandum of Understanding (MOU) is to memorialize an agreement between the California Regional Water Quality Control Board, Los Angeles Region (Regional Board), and the City of Los Angeles Department of Water and Power (LADWP) regarding assessment, investigation, enforcement, and cleanup of sites impacted by chlorinated solvents, hexavalent chromium, poly and per- fluoroalkyl substances (PFAS), and all other chemicals of existing and emerging concern in the City of Los Angeles, with a particular focus on the San Fernando Basin (SFB). Groundwater in the SFB is known to be contaminated by other parties and requires remediation to restore it to its full beneficial usage. Under this MOU, LADWP will provide funding to cover the costs of Regional Board technical staff to oversee assessment, investigation, and cleanup, and to conduct enforcement, at sites in the SFB, as described in the Scope of Work, below. It is the intent of the Regional Board and LADWP (Parties) to ensure that any and all services provided under this MOU be performed solely by the Regional Board and that all work product become the property of the Regional Board.

2. Need for MOU

Pursuant to the Porter-Cologne Water Quality Control Act (Cal. Water Code, Div. 7, §§ 13000 et seq.) (Water Code), the Regional Board is the state agency within the Los Angeles Region with primary responsibility for the coordination and control of water quality, including groundwater, in Los Angeles and Ventura Counties. Regional Board staff have provided, and continue to provide, regulatory oversight of investigation, monitoring, and remediation of wastes in soil and/or groundwater at hundreds of sites under the former Well Investigation Program (WIP) and Site Cleanup Program (SCP), including chlorinated solvents, heavy metals, hexavalent chromium, and chemicals of emerging concern such as 1,4-dioxane, N-nitrosodimethylamine (NDMA), 1,2,3-trichloropropane, PFAS, and perchlorate, that have been discharged at sites within the SFB. To support the Regional Board's efforts to investigate discharges, or to clean up and abate the effects waste discharges, LADWP will provide financial assistance to the Regional Board so it can continue to direct and oversee actions toward achieving water quality objectives for the SFB.

3. Scope of Work

The Regional Board will provide regulatory oversight of the investigation, including searches for potentially responsible parties (PRPs); monitoring; and remediation of wastes in soil and/or groundwater contamination in areas that overlay groundwater that are a source of LADWP drinking water supplies in the SFB. At present, the Regional Board is focusing on investigating sites in the vicinity of the Tujunga Wellfield, as LADWP has identified the area as a priority. The Parties may re-evaluate future priorities and shift the focus of the Regional Board's work under this MOU to other areas within SFB and potentially to groundwater basins outside the SFB.

To fulfill the purpose and need described herein, the Parties agree to the following terms and provisions:

4. Term of MOU

This MOU shall become effective upon execution by both Parties, and shall terminate on December 31, 2027, unless terminated sooner pursuant to Section 7 below.

5. Payment

LADWP agrees to pay up to \$990,000.00 to the Regional Board over the term of this MOU, with funding not to exceed \$330,000 annually.

i. Fund Transfers

Fund transfers will be effectuated through the State Water Resources Control Board Site Cleanup Program's Cost Recovery Program.

ii. Cost Recovery Program

LADWP has received a cover letter providing an estimate of expected charges for the remainder of fiscal year 2024-2025 and its attachments: Billing Cost Explanation for fiscal year 2024-2025, which began on July 1, 2024; Reimbursement Process for Regulatory Oversight; and Acknowledgement of Receipt of Oversight Cost Reimbursement Account Letter, which together are referred to as "Cost Recovery Program Documents" and comprise Exhibit A. LADWP will execute the Acknowledgement of Receipt of Oversight Cost Reimbursement Account Letter to participate in the Cost Recovery Program beginning January 1, 2025, and to allow for cost reimbursement for Los Angeles Water Board staff costs under this MOU.

In advance of fiscal years 2025-2026, 2026-2027, and 2027-2028, the Regional Board will provide LADWP updated Cost Recovery Program Documents applicable to the upcoming fiscal year. The cost estimate provided in advance of fiscal year 2027-2028 may extend beyond December 31, 2027. The Regional Board understands that it will

not be reimbursed staff costs for regulatory oversight work conducted after December 31, 2027, unless the term of this MOU is extended, or a renewed MOU provides for such reimbursement through the Cost Recovery Program.

LADWP's participation in the Cost Recovery Program is solely for the purpose of administering this MOU; LADWP is not a responsible party or discharger under Water Code § 13304. Any reference to LADWP as such in the Cost Recovery Program Documents is inadvertent. Where the terms of the Cost Recovery Program Documents and this MOU conflict, the terms of this MOU shall govern.

iii. Proof of Payment

LADWP shall provide the Regional Board with a copy of each invoice payment to the Cost Recovery Program within thirty (30) days of the payment, otherwise Regional Board work under this MOU may cease until the invoice is paid.

6. Conditions of MOU

At least one professional from the Regional Board will be assigned to provide services under this MOU. The professional(s) may be either Water Resource Control Engineers or Engineering Geologists and shall be educated and knowledgeable in soil and groundwater investigation and remediation. Qualification as a California Registered Geologist and/or a California Registered Engineer is preferred.

At the discretion of the Regional Board, the professionals may be existing staff, newly hired, and/or as otherwise secured. The Regional Board will make best efforts to maintain continuity, especially on complicated sites, and avoid turnover of case managers.

The Regional Board agrees to dedicate these professionals to the following range of services and duties at the Regional Board's discretion and in accordance with all Regional Board policies and procedures: review groundwater testing and sampling data; review work plans and reports; conduct site investigations; attend meetings; compile data and information; conduct file management; conduct enforcement actions including, for example, issuing California Water Code § 13304 Cleanup and Abatement Orders, as needed; prepare reports and schedules; write correspondence regarding soil and groundwater assessments; and oversee monitoring and cleanup of sites impacted by chlorinated solvents, heavy metals, PFAS, and all other chemicals of existing and emerging concern in the SFB.

The Regional Board agrees to focus its work under this MOU on impacts and threats to groundwater. The initial stages of an investigation may be limited to near surface conditions before expanding to deeper soils and groundwater. If for a particular site an investigation proceeds to a point that the focus of the investigation relates only to near

surface conditions, that site will be managed using resources other than the funds provided under this MOU.

- a. The Regional Board shall meet with LADWP at least quarterly and as requested by LADWP to discuss the work performed under this MOU.
- b. No later than forty-five (45) calendar days after the end of each quarter, the Regional Board shall provide LADWP a formal progress report that includes:
 - i. A summary of the work performed, and the results obtained, including information regarding any enforcement measures undertaken by the Regional Board;
 - ii. A summary of funds received as described in subparagraph c. below, including new site-specific cost recovery agreements applicable to activities under this MOU.
- c. The Regional Board will make a good faith effort to secure other funds to cover its staff costs under this MOU, such as entering into site-specific cost recovery agreements with responsible parties for the sites under investigation. Upon availability of such funds, the Regional Board will use them for activities under this MOU, to the extent allowable by the separate funding agreement, instead of those funds available under this MOU.

7. Withdrawal from MOU and Early Termination

Any Party may terminate this MOU for any reason by giving thirty (30) days' advance written notice to the other Party. LADWP shall be obligated to pay for any outstanding costs Regional Board staff incurred for work done pursuant to this MOU as of the date of termination.

8. Renewal of MOU

LADWP shall provide the Regional Board with written notice of its intent to renew the MOU no later than July 1, 2027. Written notice shall be provided to the Regional Board professional(s) assigned to work on matters under this MOU or their supervisor.

9. Legal Authority

- a. The Regional Board enters into this MOU in furtherance of Water Code § 13225(j).
- b. Except as specifically provided herein, nothing in this MOU alters the statutory or regulatory authority of the Regional Board or LADWP or the rights or obligations of PRPs under the Water Code or any other provision of law, nor shall anything in this MOU limit the Parties' legal authority or responsibilities.

10. Jointly Drafted

Each Party acknowledges that it was represented by its legal counsel during the negotiation and execution of this MOU, and that it has had a full and fair opportunity to review and revise the terms of this MOU. Each Party further agrees that this MOU has been jointly drafted, and that no term contained herein shall be construed against or in favor of another Party.

11. Amendments and Waiver

No amendment or waiver of any provision of this MOU, nor consent to any departure, shall be effective unless in writing and signed by each Party, and then such waiver or consent shall be effective only in the specific instances and for the specific purpose given.

12. Governing Law

This MOU was made and entered into in the City of Los Angeles, and shall be governed by, interpreted, and enforced in accordance with the laws of the City of Los Angeles and State of California, without regard to conflict of law principles.

13. Exclusive Venue

All litigation arising out of or relating to this MOU shall be brought in a State or Federal court in the County of Los Angeles in the State of California. The Parties irrevocably agree to submit to the exclusive jurisdiction of such courts in the State of California and waive any defense of forum non conveniens.

14. No Attorneys' Fees

The Parties agree that, in any action to enforce the terms of this MOU, each Party shall bear its own attorneys' fees and costs.

15. Severability

If one or more of the provisions contained in this MOU are invalid, illegal, or unenforceable in any respect, the validity, legality, and enforceability of the remaining provisions shall not be affected or impaired in any manner.

16. Headings

Section headings in this MOU are included for convenience of reference only and shall not be given any substantive effect.

17. Integration

This MOU supersedes any prior agreement, oral or written and contains the entire agreement of the Parties on the subject matter hereof. No subsequent agreement, representation, or promise made by a Party, or its officers, employees, agents, or representatives, shall be of any effect unless it is in writing and executed by the Party to be bound.

18. Execution in Counterparts

This MOU may be executed in counterparts, each of when so executed shall be deemed an original and all of which taken together shall constitute one and the same instrument.

[signature pages follow]

IN WITNESS WHEREOF, the Parties hereby confirm this MOU, to be executed by their duly authorized representatives.

DEPARTMENT OF WATER AND POWER
OF THE CITY OF LOS ANGELES BY
BOARD OF WATER AND POWER COMMISSIONERS

By signing below, the signatories attest that they have no personal, financial, beneficial, or familial interest in this memorandum of understanding.

By: _____ Date: _____

JANISSE QUIÑONES
Chief Executive Officer and Chief Engineer

And: _____

CHANTE MITCHELL
Board Secretary

CALIFORNIA REGIONAL WATER QUALITY CONTROL BOARD,
LOS ANGELES REGION

Susana
Arredondo

Digitally signed by
Susana Arredondo

Date: 2024.11.26
15:39:45 -08'00'

By: _____ Date: 11/26/2024

SUSANA ARREDONDO
Executive Officer

APPROVED AS TO FORM AND LEGALITY
HYDEE FELDSTEIN SOTO, CITY ATTORNEY

JANUARY 2, 2025

BY



NICHOLAS J. KARNO
DEPUTY CITY ATTORNEY



GAVIN NEWSOM
GOVERNOR



Los Angeles Regional Water Quality Control Board

December 12, 2024

Mr. Jonathan Leung, Director
Water Quality Division
City of Los Angeles Department of Water and Power
111 North Hope Street, Room 1214
Los Angeles, California 90012
jonathan.leung@ladwp.com

Via Email Only

**SUBJECT: SITE CLEANUP PROGRAM OVERSIGHT COST REIMBURSEMENT
ACCOUNT FOR THE CITY OF LOS ANGELES, DEPARTMENT OF
WATER AND POWER, SAN FERNANDO BASIN MEMORANDUM OF
UNDERSTANDING**

Dear Mr. Leung:

The California Regional Water Quality Control Board, Los Angeles Region (Los Angeles Water Board), is the public agency with primary responsibility for the protection of ground and surface water quality for all beneficial uses within major portions of the Los Angeles and Ventura counties.

The Los Angeles Water Board and the City of Los Angeles Department of Water and Power will enter into a Memorandum of Understanding (MOU), regarding assessment, investigation, enforcement, and cleanup of sites impacted by chlorinated solvents, hexavalent chromium, poly and per- fluoroalkyl substances, and all other chemicals of existing and emerging concern in the San Fernando Basin. This letter is being sent to provide you the following information regarding costs for regulatory oversight work proposed in the MOU.

I. Estimate of Work to be Performed

The Los Angeles Water Board estimates that during the portion of Los Angeles Water Board's **2024/2025** fiscal year beginning once the MOU is fully executed and through June 30, 2025, regulatory oversight work may include, but is not limited to, the following tasks to be performed under the MOU:

NORMA CAMACHO, CHAIR | SUSANA ARREDONDO, EXECUTIVE OFFICER

320 West 4th Street, Suite 200, Los Angeles, CA 90013 | www.waterboards.ca.gov/losangelea

Mr. Leung
City Los Angeles Department of Water and Power

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December 12, 2024

1. Review technical reports and conceptual site models and determine if the extent of wastes in soil and/or groundwater are fully delineated vertically and laterally.
2. Request and review of additional assessment workplans and reports, remedial action plans, progress and monitoring reports, risk assessment workplans and reports, and other technical reports as necessary.
3. Prepare comment letters on various reports and communicate findings to responsible parties.
4. Conduct site inspections, observe field activities, collect split samples, and attend meetings with environmental consultants and responsible parties.
5. Conduct internal and external communication (i.e. meetings, memos) and respond to public inquiries about or related to the site investigations and remediation.
6. Prepare draft orders, pursuant to Water Code sections 13267 and/or 13304 to regulate ongoing site investigation and/or cleanup activities.

II. Statement of Expected Outcome

The expected outcome of work that will be performed includes: providing written comments on the submitted reports and workplans; verifying the adequacy of reports; determining the need to further investigate the impacts to soil and groundwater and the risk to human health, if any, and environment; and responding to public inquiries about site investigation and cleanup as needed.

III. Billing Rate

Attached are the Site Cleanup Program, Billing Cost Explanation (Attachment 1), which includes the Billing Cost Explanation for Fiscal Year 2024-2025 for employees expected to perform the work, and the Reimbursement Process for Regulatory Oversight (Attachment 2). The names and classifications of employees that charge time to this site will be listed on the invoice\$. The classifications of the employees expected to perform work under the MOU are Water Resources Control Engineers and Engineering Geologists, supervised by a Senior Water Resources Control Engineer or Senior Engineering Geologist. The average billing rate is about **\$230.00** per hour.

IV. Estimation of Expected Charges

Los Angeles Water Board staff expects to charge for approximately **715** hours for work under the MOU for the remainder of fiscal year **2024/2025**, beginning once the MOU is fully executed. Based on the average billing rate of **\$230.00** per hour, the estimated billing charge by Los Angeles Water Board staff under the MOU for the remainder of this fiscal year is about **\$165,000**.

Mr. Leung
City Los Angeles Department of Water and Power

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December 12, 2024

V. Other Requirements

You must notify the Executive Officer, in writing at least 30 days in advance of any proposed transfer of responsibility for this cost reimbursement account to a different or successor agency. In addition, you shall notify the succeeding agency of the existence of this cost reimbursement account by letter, copy of which shall be forwarded to the Los Angeles Water Board.

If you have any questions regarding this letter, please contact Brenda Benavides, Water Resources Control Engineer, at (213) 620-2094 or via email at brenda.benavides@waterboards.ca.gov or contact Jeffrey Hu, Senior Water Resources Control Engineer, at (213) 576-6803 or via email at jeffrey.hu@waterboards.ca.gov.

Sincerely,



Susana Arredondo
Executive Officer

Attachments:

- 1 - Billing Cost Explanation, Fiscal Year 2024-2025
- 2 - Reimbursement Process for Regulatory Oversight
- 3 - Acknowledgment of Receipt of Oversight Cost Reimbursement Account Letter

cc: Mr. Kaushal Parbhoo, LADWP (kaushal.parbhoo@ladwp.com)
Ms. Elene Chong, LADWP (elene.chong@ladwp.com)
Ms. Amy Hoang, LADWP (amy.hoang@ladwp.com)
Mr. Nick Karno, LADWP (nick.karno@ladwp.com)
Mr. Arthur Heath, Los Angeles Water Board (arthur.heath@waterboards.ca.gov)

Attachment 1

**STATE WATER RESOURCES CONTROL BOARD
SITE CLEANUP PROGRAM (SCP)
BILLING COST EXPLANATION
Fiscal Year 2024-2025**

Emelolee <u>Salary</u> and Benefit bl Classification [1]	Salary/Benefits Range	
AEO - Assistant Executive Officer CEA	\$ 14,457	\$ 29,853
ADMOFFII -Admin Officer II	\$ 9,113	\$ 11,324
AGPA- Associate Governmental Program Analyst	\$ 8,424	\$ 10,543
AFCNSL - Staff Counsel (Attorney)	\$ 11,466	\$ 16,558
SFCNSLIII - Staff Counsel III (Attorney)	\$ 15,614	\$ 20,046
SFCNSLIV - Staff Counsel IV (Attorney)	\$ 17,256	\$ 22,162
BSA - Business Serv Asst	\$ 4,969	\$ 7,603
EG - Engineering Geologist	\$ 9,151	\$ 17,230
EPMI - Environmental Program Manager I	\$ 17,704	\$ 22,009
EPMII - Environmental Program Manager II	\$ 20,546	\$ 23,342
ES - Environmental Scientist	\$ 6,143	\$ 11,746
EOI - Exec Officer I	\$ 24,206	\$ 27,493
EOII - Exec Officer II	\$ 23,500	\$ 26,692
OA - Office Assistant	\$ 4,572	\$ 6,210
OT - Office Technician	\$ 5,349	\$ 6,696
PWRCE - Principal Water Resources Control Engineer	\$ 21,529	\$ 24,454
PPS - Public Participation Specialist	\$ 8,690	\$ 10,543
SEA - Sanitary Engineering Associate	\$ 9,495	\$ 11,887
SET - Sanitary Engineering Technician	\$ 6,542	\$ 9,396
SEG - Senior Engineering Geologist	\$ 16,133	\$ 20,192
SRES - Senior Environmental Scientist	\$ 15,311	\$ 19,033
SRES - Senior Environmental Scientist (Spec)	\$ 10,872	\$ 13,525
SWRCE - Senior Water Resources Control Engineer	\$ 16,133	\$ 20,192
SSA - Staff Services Analyst	\$ 5,394	\$ 8,768
SUEG - Supervising Engineering Geologist	\$ 17,720	\$ 22,181
SUWRCE - Supervising Water Resources Control Engineer	\$ 17,720	\$ 22,181
WRCE - Water Resources Control Engineer	\$ 9,151	\$ 17,142
<u>Intermittent Employees:</u>		
SA - Scientific Aid	\$17.21/hour	\$20.43/hour

Note: The State is currently in negotiations with the unions so the upper limits of these ranges may be subject to change.

Operating Expenses and Equipment [2] (both State and Regional Board offices)
 Indirect Costs (Overhead + Admin = cost of doing business)

140%

Billing Example for One Month Salary

WRCE - Water Resources Control Engineer	
Total Direct Labor Charges [3] (per month):	\$ 17,142
Contract Charges (if applicable):	\$
Direct Labor Overhead:	\$ 12,688
State Board Program Admin and Overhead:	\$ 2,574
Regional Board Program Admin and Overhead:	<u>\$ 8,571</u>
Total Cost (per month):	40,976

Divided by 176 hours per month equals per hour: \$233
 (Due to the various classifications that expend SCP resources an average of **\$230.00** per hour can be used for projection purposes.)

[1] The name and classification of employees performing oversight work will be listed on invoices you receive.

[2] The examples are estimates based on recent billings. Actual charges may be higher or lower.

[3] Total Direct Labor Charges= Salary and Benefits

Attachment 2**REIMBURSEMENT PROCESS FOR REGULATORY OVERSIGHT**

The California Regional Water Quality Control Board, Los Angeles Region ("Regional Board") and the City of Los Angeles Department of Water and Power ("LADWP") entered into a Memorandum of Understanding ("MOU"). As described in the MOU, LADWP will provide funding through the State Water Resources Control Board (SWRCB) Site Cleanup Program's ("SCP"'s) Cost Recovery Program to cover certain costs of Regional Board technical staff to oversee assessment, investigation, and cleanup, and to conduct enforcement, at sites in the San Fernando Basin ("SFB"). The purpose of this enclosure is to explain the oversight billing process structure.

INTRODUCTION

The Porter-Cologne Water Quality Control Act authorizes the SWRCB to set up cost recovery programs. The Budget Act of 1993 authorized the SWRCB to establish a Cost Recovery Program for the SCP. The program is set up so that reasonable expenses incurred by the SWRCB and Regional Water Quality Control Boards ("RWQCBs") in overseeing cleanup of illegal discharges, contaminated properties, and other unregulated releases adversely impacting the State's waters can be reimbursed by the responsible party. Reasonable expenses will be billed to responsible parties and collected by the Fee Coordinator at the SWRCB in the Division of Financial Assistance ("DFA"). LADWP is not a responsible party or a discharger under Water Code § 13304, but the Regional Board and LADWP have agreed to use the SCP solely as a vehicle to administer payments, as outlined in the MOU.

THE BILLING SYSTEM

Each cost *recovery* account has a unique Site ID number assigned to it. Whenever any oversight work is done, the hours are entered into the SCP Cost Recovery/daily logs database. The cost of the staff hours is calculated by the State Accounting System based on the employee's salary and benefit rate and the SWRCB overhead rate.

SWRCB and RWQCB Administrative charges for work such as accounting, billing preparation, general program meetings, and program specific training cannot be charged directly to an account. This work will be charged to Administrative accounting codes one per Region. The Accounting Office totals these administrative charges for the billing period and distributes them back to all of the accounts based on the number of hours charged to each account during that billing period. These charges show as State Water Board Program Administrative Charges and Regional Board Program Administrative Charges on the Invoice.

The current billing period charges will include associated labor costs, risk assessment contract charges, overhead charges, SWRCB/DFA Administrative charges, and RWQCB Administrative charges. The overhead charges are based on the number of labor hours charged to the account. The overhead charges consist of rent, utilities, travel, supplies, training, and accounting services. Most of these charges are paid in arrears. The Accounting Office keeps track of these charges and distributes them back monthly to only those accounts having Labor hours charged to them for the period being billed. LADWP will not be billed for overhead during a billing period unless Labor hours have been posted to the RWQCB employee's daily logs residing in the SCP Cost Recovery database.

Invoices are issued quarterly, one quarter in arrears. If a balance is owed, a check is to be remitted to the SWRCB with the invoice remittance stub within 30 days after receipt of the invoice. The Fee Coordinator inputs a record of all checks received directly or by the Accounting Office on a daily basis.

Copies of the invoices are sent to the appropriate RWQCBs so that they are aware of the oversight work invoiced. Questions regarding the work performed should be directed toward your RWQCB case worker.

DAILY LOGS

A detailed description (daily log) of the actual work being done at each specific site is kept by each employee in the Regional Board who works on the cleanup oversight at the property. This information is provided on the quarterly invoice using standardized work activity codes to describe the work performed. *Upon request, a more detailed description of the work performed is available from the RWQCB staff.*

REMOVAL FROM THE BILLING SYSTEM

Following termination of the MOU, the RWQCB will notify the SWRCB to close the account. If a balance is due, the Fee Coordinator will send a final billing for the balance owed. The responsible party should then submit a check to the SWRCB to close the account.

For any questions regarding billing, the SWRCB Site Cleanup Program (SCP) can be contacted at (916) 341-5643 or via email at sitecleanup@waterboards.ca.gov.



GAVIN NEWSOM
GOVIL: "NOR"

VANA GARCIA
SECRETARY FOR
ENVIRONMENTAL rno n:TION

Los Angeles Regional Water Quality Control Board

ATTACHMENT 3

ACKNOWLEDGEMENT OF RECEIPT OF OVERSIGHT COST REIMBURSEMENT ACCOUNT LETTER

I, _____, acting within the authority vested in me as an authorized representative of the City of Los Angeles Department of Water & Power ("LADWP"), a local public agency responsible for water supply or water quality in a groundwater basin, acknowledge that I have received and read a copy of the attached the cover letter dated December 12, 2024, the *REIMBURSEMENT PROCESS FOR REGULATORY OVERSIGHT*, and the Memorandum of Understanding ("MOU") between the Los Angeles Department of Water & Power ("LADWP") and the Los Angeles Regional Water Quality Control Board ("Los Angeles Water Board"). These documents concern cost reimbursement for Los Angeles Water Board staff costs involved with oversight of cleanup and abatement efforts in the San Fernando Valley Basin ("SFB") located in **Los Angeles County**, as outlined and described in the MOU.

I understand the reimbursement process and billing procedures as explained in the cover letter and its attachments. LADWP is willing to participate in the cost recovery program and pay all subsequent billings in accordance with the terms in the cover letter, the MOU, and its attachments. Billings for payment of oversight costs should be mailed to the following individual and address:

BILLING ORGANIZATION _____

BILLING CONTACT _____

BILLING ADDRESS _____

TELEPHONE NO. _____ **E-MAIL** _____

AUTHORIZED REPRESENTATIVE _____ **(Signature)**

(Print Name) _____ **(Title)**

DATE: _____