

Problem Areas for Reimbursement Requests (RR)

- 1) Invoices -
 - a) Not addressed to the Claimant
 - b) Site address not indicated
 - c) Subinvoices not included
 - d) Subinvoice mark ups are included with the invoice amount and not listed separately
 - e) Statement or Proposal submitted instead of invoice
 - f) Submitted copy of check from consultant instead of invoice/subinvoice for permits
 - g) Subinvoice submitted are for multiple sites
 - h) No explanation of what work was done

- 2) Proof of Payment (POP) –
 - a) Not from the claimant's account
 - b) Not for the exact amount of an invoice and breakdown not included
 - c) Copy of check is not cancelled
 - d) Copy of cashiers check submitted without affidavit from vendor
 - e) Claimant submitted POP with rolling costs (those ineligible costs in previous RR)
 - f) Credits from previous ineligible costs are used as POP for another invoice
 - g) Consultant applies payment to different invoices than the claimant

- 3) Spreadsheets –
 - a) Invoices not submitted in chronological order
 - b) Invoices/Subinvoices not submitted in the same order as the spreadsheet
 - c) Total amount of invoice listed incorrectly
 - d) Ineligible costs resubmitted on an RR
 - e) Need to email an electronic copy of spreadsheet to USTCF_Payments@waterboards.ca.gov
 - f) Spreadsheet printed too small or too large
 - g) POP not listed on spreadsheet

- 4) Tech Reports
 - a) Not uploaded to GeoTracker
 - b) Titles for work performed are inconsistent

- 5) RR Form –
 - a) Address does not match SCUFIS
 - b) Signature(s) do not match the application and no Power of Attorney (POA) form in file
 - c) Signature is not an original
 - d) Handwritten changes made on RR
 - e) Copy of RR form is illegible or copy too dark
 - f) Claimant has signed multiple copies of RR at one time

- 6) Forms –
 - a) Conditions of Payment form not returned
 - b) Cert not up to date/Forms not returned as requested
 - c) Incorrect claimant name and/or signature(s) on form
 - d) Address Change Form not submitted when address and/or contact has changed
 - e) Forms not fully completed
 - f) Incorrect tax identification number used

- 7) Misc –
 - a) Husband and Wife Claim - both must sign documents or give POA
 - b) Missing one spouse's SSN on required docs
 - c) Consultant answers questions and responds in a letter that must be signed by the claimant
 - d) No narrative of work performed included with RR
 - e) Would be helpful if printout of Geotracker confirmation was included with all RR's
 - f) Fund not informed of change in signatory
 - g) In the case of a deceased claimant, the Fund is not notified and death certificate/trust or estate documents not submitted