

FREQUENTLY ASKED QUESTIONS FOR ELECTRONIC TECHNICAL ASSISTANCE COSTS

(September XX, 2017)

1. What is an Electronic Technical Assistance Cost (ETAC)?

ETAC is for “reasonable and necessary regulatory technical assistance costs associated with the electronic submission of documents to the [F]und” through GeoTracker. (Health and Safety Code, section 25299.57(j)(1)).

2. What types of costs are considered ETAC?

ETAC includes the costs for time spent to: 1) convert a document into the electronic format required to electronically upload the document into GeoTracker; and 2) perform the actual upload of the document into GeoTracker.

If either the claimant or the consultant already has the document in an acceptable electronic format, eligible ETAC is limited to the cost of uploading the document to GeoTracker. If neither the claimant, nor the consultant have the document in an acceptable electronic format, ETAC may include both the costs of scanning the document and uploading the document to GeoTracker.

Example 1: If a person is uploading a regulatory report to support a Reimbursement Request, then the cost for the time spent to convert the document from a Word version to a PDF version is acceptable ETAC. In addition, the cost for the time spent to upload the PDF version of the report into GeoTracker is also acceptable ETAC.

Example 2: If a person is uploading a Reimbursement Request into GeoTracker, the costs for the time spent entering the invoice line items from the invoices into the electronic spreadsheet is acceptable ETAC. In addition, the costs for the time to convert the invoices from paper copy into a PDF document is also acceptable ETAC, as well as the cost for the actual time spent to upload the entire Reimbursement Request with documents.

3. Is there a maximum reimbursable amount for ETAC?

No, there is not a maximum reimbursable amount for ETAC. However, only reasonable and necessary ETAC charges are reimbursable.

4. Does ETAC include the upload of documents created prior to 2005?

Yes, only if: 1) those documents have not previously been submitted to the Fund in hard copy or through another method; and 2) those documents are required to be submitted to the Fund as part of a claim application or reimbursement request.

5. How are ETAC charges identified?

On the vendor's invoices, ETAC should be identified for each invoice line item charge associated with the electronic submission of documents to the Fund. When uploading a Reimbursement Request package electronically, these types of costs should be keyed in using either the ETAC or DB-ETAC category. For more information on how to upload an RR package electronically, see the Fund's website at: http://www.waterboards.ca.gov/water_issues/programs/ustcf/gto/.

6. How should ETAC be billed for final reimbursement requests?

All costs, including ETAC should be included in the final reimbursement request. In order to include all eligible costs in the final reimbursement request, the vendor may choose to begin preparing the final reimbursement request, then bill final ETAC, and list the final ETAC invoice as the last invoice on the reimbursement request.