



## Questions

### 12/12/2017 RCR Webinar

1. If there are two consultants working on the same event/application, are they both input as consultants or is one of them a subcontractor?

**Response:** Both of you would be considered consultants and input in the Listing of Costs document and the RCR. If either consultant has subcontractors/suppliers, they should appear in the Subcontractor Invoice and Subcontractor Name columns in the RCR.

2. A) How do you input dates of work for subcontractor/suppliers?

**Response:** Utilities and rental equipment invoices that have a date range of a month, we would want the actual invoice date. Work being performed such as lab samples, drilling activities, waste disposals, etc. the actual dates of work would be needed. This verifies and is usually concurrent with the consultant's labor.

B) What if the subcontractor does not provide dates of work or date received on this invoice?

**Response:** If the subcontractor/supplier does not provide the dates of work or date received, ask them to do so. In most instances, they will accommodate this request. In the worst-case scenario, you would need to input this information on said invoice.

3. Because we have invoices with overlapping dates of work, how do we input invoices in the RCR? Either by date or invoice number?

**Response:** The invoices input on the Listing of Costs need to be in chronological order. The line items from the invoices may be input in any order of convenience as long as all pertinent information is provided.

4. Is the Proof of Payment Affidavit still required?

**Response:** Yes.

5. The App is a PDF but the RCR is an Excel file, is that correct?

**Response:** Yes

6. Will the Task Codes need to be listed in order (e.g., 5.5, 5.6, 9.4, etc.)?

**Response:** No

7. Do we still include the copy of the subcontractor's invoice?

**Response:** Yes. All backup documentation is still required.

8. Do we need a break out of hours per day for each activity and task on the RCR?

**Response:** Yes.

9. Do REP prospects need to send in the application for the REP program before December 31?

**Response:** Yes.

10. Do we need to send in copies of time sheets?

**Response:** No

11. Should we start submitting applications in the new format?

**Response:** You certainly can. The sooner you convert over the better.

12. Can we use the new "invoice date" protocol in the current OPS invoice format?

**Response:** Yes.

13. For work prior to January 1, 2018, are we still required to put the Listed Consultant number?

**Response:** Any work prior to January 1, 2018, would require a consultant number regardless of when the application is submitted. Work after January 1, 2018, would require a REP number to receive the higher reimbursement rate for labor.

14. What is the naming convention for the RCR and the application?

**Response:** That is described in the instructions, in the RCR and the application.

15. If a consultant does not have a REP number after January 1, 2018, can an application be submitted?

**Response:** As of January 1, 2018, if they don't have a REP number, you can submit an application and will be reimbursed at a lower rate.