

# INTERPRETING THE BILL

Understanding the charges listed on the consultant's bill is essential to control the costs of your cleanup. Ask the consultant to attach a cover letter with a brief narrative to each bill explaining what work was accomplished and included on that bill. If the billing includes charges for a report that you have not seen, ask for a copy of that report.

If the hours charged on an invoice seem unreasonable, ask to see the consultant's daily log of hours that were charged to your project. Check the dates when work was done or samples were taken. If you think some of the work could have been combined and completed in one day, ask for an explanation.

Eligible and ineligible costs for the Agricultural Chemical Cleanup Program (ACCP) are listed in **ATCP 35, Wis. Adm. Code**. The Department will not reimburse for surcharges, mark-ups, or miscellaneous costs on contractor's invoices. Each cost must be itemized so a determination can be made if that cost is eligible for reimbursement.

The Department considers contractor costs for re-usable field and office equipment as overhead costs which are not eligible for reimbursement from the ACCP fund. These costs should be included in the wages of the person operating the equipment.

If your site has multiple contaminants (i.e. petroleum and agricultural chemicals) the consultant should separate the costs associated with each type of contaminant. Ask the consultant to provide you with separate billings for agricultural chemicals and for other contaminants. You may only submit costs associated with the cleanup of agricultural chemicals for reimbursement from the ACCP fund.

Check for billing errors. Each invoice should have a breakdown of costs including quantities and billing rates for labor, mileage, lodging, and supplies. Request this information if it does not appear on the invoice. Costs resulting from transactions with an outside vendor, such as lodging, meals or subcontractors, should be supported by receipts.

Ask the consultant to give you an estimate of the cost for completing each phase of your project. Compare the estimates and the billing, if the actual costs are greater than the estimated costs, ask the consultant for an explanation. Costs greater than the estimated costs are ineligible for reimbursement unless change orders are approved by you and the Department prior to incurring the costs.