Dry Cleaner Environmental Response Fund (DERF)

How to Use the Linking Spreadsheet — Form 4400-214D

The spreadsheet is required with DERF applications to comply with s. NR 169.19(2), Wis. Adm. Code. This section of the rule requires a spreadsheet be submitted with each reimbursement claim. It must identify the nature of materials or services provided, amounts, invoices and canceled checks. This information must be tied back to the bid and change orders approved by the DNR Project Manager, and a status update on the work provided to date.

The spreadsheet can only be operated using Microsoft Excel. Below are some very general instructions about using the spreadsheet. If you have questions about using the spreadsheet, please contact the DERF Auditor at (608) 266-1967.

<u>General Instructions</u>

The spreadsheet is not protected against modifications. In other words, users can modify any portion of the spreadsheet, including the text sections. It needs this flexibility so users can insert additional columns for invoices and/or change orders. Because of this flexibility it is a good idea to save your work and use a copy until you're ready to finalize your changes. As a backup, a blank spreadsheet can always be downloaded from the DNR website at dnr.wi.gov Keyword: DERF.

Input Columns:

<u>Site Name (#1):</u> Enter the Dry Cleaning business or case name which has been used to identify this case.

<u>BRRTS Number (#2):</u> This is the 10 digit number assigned by DNR to identify each cleanup project or case.

<u>Type of Action (#3):</u> Indicate Site Investigation, Remedial Action, Interim Action or Immediate Action. If the project bid was for a site investigation phase of work, then all individual tasks would be considered site investigation. If the claim includes multiple phases/project budgets (such as site investigation + interim action), please split these onto separate copies of the linking spreadsheet.

<u>Bid/Budgeted Description (Column A):</u> Many bids/budgets will have a number of tasks identified on them. We are asking that the spreadsheet be used to track costs on a per task basis. A bid identifier (number or code) should also be included here if it is available. Please also note the separation of consultant vs. sub-contractor costs. An additional section below this is reserved for DERF ineligible costs that may not have been part of the approved budget, but were included on the consultant invoices.

<u>Tasks: Bid/Budgeted Amount (Column B):</u> Enter the amount of the approved budget for each of the tasks identified.

Column C – *Optional* Insert: This column is a place-holder for additional approved change order columns. To add a column, place your cursor in any cell in column C, choose **I**nsert on the menu bar; and click **C**olumn. Then enter the data for the change order. This action can be repeated for as many times as necessary.

Column E – Previous Claims (if applicable): This column is used to bring forward the $$ claimed previously. It is not used in initial claims.

Invoices (Columns F-J): In the top row, enter the company name and invoice number. In the body of the spreadsheet, divide the invoiced costs into the corresponding task descriptions identified on a bid or estimate. If additional columns are needed, a column can be inserted by:

1.) place your cursor in the Insert column (J)
2.) click on **I**nsert (on the menu bar), and
3.) select "**C**olumns".

DERF Cost Breakout (Columns L-S): The costs identified on each invoice should be divided into the appropriate cost categories as identified in the spreadsheet (Columns L-S). This must also match with the coding that is done directly on each invoice. Some costs may not be eligible, they should be noted in the non-DERF eligible section and not included under DERF Categories.

% Task Complete, Remarks: Enter any comments that relate to the task or costs associated with the corresponding row of the spreadsheet.

Check Numbers: These fields (shaded red) are located at the bottom of the spreadsheet and correspond to the invoice columns. Enter the check number(s) associated with the payments.

Output Columns: (gray-shaded, values are calculated by the spreadsheet)

Total Approved Budget (Column D): This column is automatically calculated by adding the bid and any change order columns. Do not type a number in this column.

Total Invoiced Costs (Column K): As suggested by the title, this column on the spreadsheet totals the invoiced costs on a per task basis. This column is used to compare against the bid or estimate amounts in the "Bid/Budgeted Amount Column".

Budget Remaining (Column T): This column represents the difference between the bid or estimate amount and the actual amount(s) attributed to the DERF program. If there is an overrun in costs, provide an explanation in the remarks column or in a cover letter with the reimbursement application.

DERF Eligible Subtotal (#4): This can be found near the bottom of the spreadsheet and represents the amounts being submitted for reimbursement to the DERF program. As a double check on the data entry, this column plus the "Non-DERF Costs" row should equal the total of the "Total Invoiced Costs" column.

GRAND TOTAL INVOICED (#5): This can be found at the bottom of the spreadsheet and represents the amounts invoiced to the applicant. It is a combination of both DERF Eligible costs submitted for reimbursement, and non-DERF eligible costs paid for by the applicant.

Important Notes:
Additional columns will change the column labels, for example inserting a column when the cursor is in column C, will result in a new Column C and the cursor will reside in Column D after that action. Therefore, in these instructions the Column Alpha labels all refer the original (sample) spreadsheet before any columns are added.

Adding additional rows:

1) Place your cursor in the row below where you want the additional row to be placed
2) Choose **I**nsert on the menu bar
3) Choose **R**ows

Updating Calculations for additional rows/columns:
When rows/columns are added, the calculated cells will also need to be updated. This can be done by the following:

1.) right click in a cell that has the calculation which you'd like to copy,
2.) click on **C**opy,
3.) right-click the mouse in the cell where the calculation should go,
4.) click **P**aste

Hiding Columns: This spreadsheet contains columns/rows that are not needed in each claim. Users may right-click on a column/row and choose Hide, to remove the extra ones from view until they are needed.

Making Columns Visible -- Unhide: Place cursor in the column before the hidden column at the top in the lable cell. Click and drag the cursor past the hidden column, right-click and choose **U**nhide.

Subsequent Claims:

1. Open the spreadsheet that contains the previously submitted claim.
2. Make a copy: either an entirely new spreadsheet or as a tab in this spreadsheet.
3. Copy the Total Invoiced Costs cells (Column K) and paste the "value" *Choose Edit, Paste Special, click Value* into the Previous Claim Column cells (Column #E).
4. Delete the contents of the invoice columns, both the invoice numbers and the $ amounts. DO NOT delete the calculated totals (those will readjust to $0.00)
5. Delete the contents of the cost break down columns.
6. Delete the check numbers.

Summary: delete everything that's not part of the original bid description, amount, change order related, or a calculated column.

7. Go to the Output Section of these instructions and start inputting the data for the new claim.

If you have questions or problems with the spreadsheet, please contact the DERF Auditor at (608) 266-1967.