

## Narrative Summary

To allow approval of reasonable and necessary costs, Fund staff requests the claimant/consultant submit the following information in a narrative accompanying the **first invoice** within each reimbursement request (RR):

1. Scope of work performed in the accompanying RR, and
2. Total amount requested for a given specific scope

Please provide the following at a minimum in the narrative: **(Items 3 and 4 are desirable for faster reimbursement).**

1. Work performed during each invoice period, including specific tasks, and dates performed (details including hours and billing rates should be on invoices). **Also provide references to specific deliverables on GeoTracker (examples in bold below).**
2. Provide cost breakdowns per scope of work. Add rows as needed.
3. If progress (partial) billing is being submitted for a task, please provide the cumulative amount previously requested for that task.
4. Please provide the RR number for previously requested costs.

Example: (other formats are acceptable if the same information is conveyed)

INVOICE #	COST BREAKDOWN	PREVIOUSLY REQUESTED	RR NO. PREVIOUSLY REQUESTED
1. Performed Q1 2019 GWM event for 6 wells, including lab	\$6,238	\$2,000	RR3
2. Prepared <b>Q4 2018 GWM report dated January 15, 2019</b>	\$3,300	\$1,000	RR2
3. Prepared Remedial Action Workplan ( <b>RAP</b> ) dated <b>February 20, 2017</b>	\$9,300	\$4,000	RR1
4. Installed 3 wells to 50 feet deep from March 3-6, 2015	\$13,500	NA	NA
5. Performed Q1 2019 Remediation O&M (Soil vapor extraction: 3 wells), including lab	\$7,900	NA	RR4
6. ETAC with GeoTracker confirmation number(s)	\$2,000	NA	na
7. RTAC with RR(s) or GeoTracker confirmation number(s)	\$1,000	\$500	RR1
<b>TOTAL</b>	<b>\$43,238</b>	<b>\$7,500</b>	