

Frequently Asked Questions (FAQ) on the eAAF Spreadsheet

1. What happens if I have two or more pre-approved paper AAFs for the same phase or sub-phase?
 - You will need to combine all the pre-approved paper AAFs into one work performed eAAF spreadsheet. The new business model will only allow one verified AAF per phase or sub-phase.
2. Can I submit one work performed AAF that has multiple phases, addendums or sub-phases on it?
 - No, each phase, addendum or sub-phase must be on a separate work performed AAF. The new business model will only allow one pre-approved or work performed/verified AAF per phase, addendum or sub-phase.
3. What happens if an incorrect or invalid UCR is used on the AAF?
 - The new business model does not allow for an incorrect or invalid UCR to be used. If entered, a “N/A” will be returned and it must be corrected before it is submitted to DEQ. If an AAF is received by the regional Case Manager with “N/A” in the description/unit type columns the spreadsheet will be returned to the Consultant for correction.
4. What if the full description is not visible on the spreadsheet?
 - Refer to the **AAF Spreadsheet Formatting Instructions** PDF found on the eAAF webpage: <http://www.deq.virginia.gov/Programs/LandProtectionRevitalization/PetroleumProgram/Reimbursement/eAAF.aspx>
5. Can I add additional lines or Activity sections to the spreadsheet?
 - Yes, refer to the **AAF Spreadsheet Formatting Instructions** PDF found on the eAAF webpage: <http://www.deq.virginia.gov/Programs/LandProtectionRevitalization/PetroleumProgram/Reimbursement/eAAF.aspx>
6. How do I add Ton/Miles for T075, T076, T077 and T078?
 - The new business model requires that these TCODEs be entered in a separate section, located below the main section for work activity. Tons and Miles units are enter separately so that the Upload completes correctly.
7. What if a consultant participating in the pilot already has a pre-approved AAF and is about to submit a Work Performed AAF?
 - The Work Performed AAF should be submitted on the eAAF Spreadsheet; it is optional to complete the pre-approved information. The spreadsheet upload process has been designed to read a Work Performed AAF separately form a proposed/pre-approved eAAF.
8. What if the consultant got verbal permission to do something in the field and must now add to the pre-approved AAF?
9. Once the proposed work AAF is pre-approved by the Case Manager, the eAAF Spreadsheet along with a PDF copy of the pre-approval will the emailed to the Consultant. Any work authorized during the phase or sub-phase is added to the Work Performed AAF. There is no need to submit a “revised” eAAF for pre-approval.