

# PECFA Site Reporting and Contract Notification Due Dates

July 2013

RR-947

## Bid Sites

### Bid prior to May 1, 2006 (bid caps set through round 42)

- Sites bid prior to May 1, 2006 are not required by code to complete notifications when signing or terminating a contract. However, because the web reporting application requires that contract notifications be up-to-date to report, consultants will need to update contract status to access the reporting application.
- First web report due by 9/1/06 per PECFA update 23.
- Second web report due less than 12 months from 5/1/06 (by 5/1/07).
- Subsequent web reports due on the anniversary of the prior report
  - -or- less than 30 days after bid work completion –
  - -or- any time required by PECFA.
- If sites are sent to bid again after May 1, 2006 (after round 42) see below.

### Bid after May 1, 2006 (round 43 and later).

- Prior to bid resolution these sites will either be following the deferment, site investigation or bid prior to 5/1/06 reporting schedules.
- Bid specifications may provide alternate reporting schedules.
- RP must execute contract with bidding consultant within 60 days of bid response letter or get approved contract extension.
- Consultant must provide contract notification (on web) within 14 days of executing a contract.
- Consultant must provide termination notification (on web) within 14 days of terminating a contract.
- Following termination notification PECFA sends letter giving RP 60 days to sign another contract with a bidding firm. If RP cannot sign another contract within 60 days they can apply for extension.
- First web report is due less than 3 months after executing a contract.
- Second web report is due less than 12 months from work start date (work start date listed on web report/contract notice).
- Subsequent web reports due on the anniversary of the prior web report
  - -or- less than 30 days after bid work completion
  - -or- any time required by PECFA.



## Site Investigation

### Sites Starting Investigations After 5/1/06

- Within 14 days of executing a contract consultant must provide contract notification to PECFA.
- Consultant must provide termination notification within 14 days of terminating a contract.

Following termination notification PECFA sends letter giving RP 60 days to sign another contract. If RP cannot sign another contract within 60 days they can apply for extension. If an extension is not requested or not granted, and no contract has been signed after 60 days work, interest costs are not eligible until back in compliance.

- First web report due by anniversary of the day the contract was signed.
- Second web report due on or before the anniversary of previous report;
  - -or- end of month following the month that a specified phase was completed;
  - -or- end of month following the month that a remediation target was identified.
- Final SI web report due end of month following the month that the SI was completed (SI complete notification).

### Investigations in Progress On 5/1/06

- All sites which submit an occurrence classification prior to the 5/31/06 due date will be given deferment letters and will need to follow the reporting requirements indicated in the deferment letter (see deferment section below). If occurrence classification is not completed on time and no deferment letter is received then reporting schedule should adhere to the following.
- Per PECFA Update 23, by 9/1/06 consultant must provide contract notification or lose interest and work reimbursement until they have provided contract notification.
- Consultant must provide termination notification within 14 days of terminating a contract.
- Following termination notification PECFA sends letter giving RP 60 days to sign another contract. If RP cannot sign another contract within 60 days they can apply for extension. If extension is not requested or not granted and no contract has been signed after 60 days, work and interest costs are not eligible.
- First web report due by 9/1/06 per PECFA Update 23.
- Second report due on or before the anniversary of previous report **(6/30/07)**
  - -or- end of month following the month that a specified phase was completed
  - -or- end of month following the month that a remediation target was identified.
- Final SI web report due end of month following the month that the SI was completed.

## Deferred Sites

- Although not required by ch. SPS 347, Wis. Administrative Code, consultants for deferred sites must provide contract notifications on the web as part of the reporting cycle specified in deferment letter.
- There is no reason for deferred sites to request contract extensions.
- Deferred sites with SI in progress (does not include 60K sites), must report at the end of month following the month that the SI was completed.
- Deferred sites must report annually during the month of December per deferment letter.
- Deferred sites must report 14 days after the “conditions that justified the deferral have been met”. This will also give consultant opportunity to provide contract termination notification at the time of bid, claim or closure.

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This document contains information about certain state statutes and administrative rules but does not necessarily include all of the details found in the statutes and rules. Readers should consult the actual language of the statutes and rules to answer specific questions.

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