

Contract Signature, Invoice Request or Contract Closeout

Quarterly Report Only

Received by

Date Received

Sewer Service Area

Date Reviewed

Submitting Agency

Program Signoff

Designated Area Yes  No

Contract Elements

- Program Administration:
- SSA Plan Updates:
- SSA Plan Amendments:
- Conformance Reviews:
- Information Technology/  
Automation and Outreach:
- WQM Plan Elements  
(appendices, misc.)  
or other issues:

Wastewater Specialists and Biologists feedback or comments

Contract says Rosendale and Forest Junction Updates are to be done this contract. Worked on Oakfield, Eden to add ER data and meet DNR requests. Winneconne (facilities plan support) and Sherwood update status report?

Issues or conditions for follow up

Future quarterly reports and invoices can be submitted electronically to SWIMS with email to Lisa Helmuth, CC: Josie Lathrop, Ryan Raab. Please remove Fran Keally. Contract included update for Fond du Lac plan - but it's on hold. (Contract says "fully engaged" by Summer 2015) Contract says Rosendale and Forest Junction Updates are to be done this contract. Work plan, page 2 refers to 2013 work program [sic] please note typo. Also, note contract language for quarterly reports (we will update next year in contract).

Reviewed By:

Date:

Administrative Decision:

Program Sign off:

1. Update Contract worksheet with check mark on invoice received (or date) and email list
2. Email Region (cc Lisa) indicating invoice has been received and invite them to review if they'd like.
3. Review invoice against contract (Or review workplan/contract against last year and need)
4. If needed, set up meeting and discuss priorities, issues, concerns or unfinished work from last year (especially include regional management and staff if this is a new contact)
5. Identify recommended changes to work plan or invoice/reports if needed.
6. Receive updated submittal, re-review and process.
7. Send original signed through finance to agency.
8. Upload documents to SWIMS, send email to contractee ccing appropriate DNR and partners.