



Illinois Department of Transportation

2300 South Dirksen Parkway / Springfield, Illinois / 62764

SEFC TIME EXTENSION FAQ

Due to the Coronavirus Disease 2019 (COVID-19) outbreak the Illinois Department of Transportation is allowing a six (6) week extension for SEFC submittals within EPAS.

The following are common questions that might come up.

Q1: Do I still have to submit by my deadline if I use the time extension?

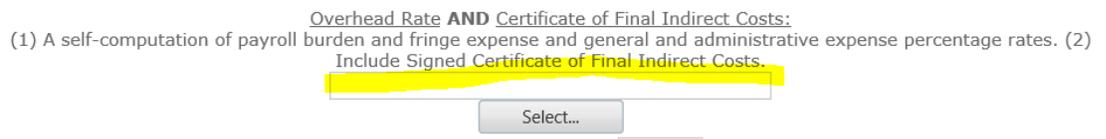
A: Yes. For example is your fiscal year ending date is December 31, 2019 then you must submit your SEFC application with this form by June 30, 2020 in order for your firm to remain prequalified. This form will allow you to get around the error messages generated within EPAS and utilizing the "Additional Information" option within EPAS to give your firm the necessary time to resubmit. If you do not submit a SEFC by your deadline your firm will be marked not approved by the system.

It is vital that you still submit your SEFC by the deadline with this form to utilize the time extension option.

Q2: Where do I submit this form?

A: Under an attachment in EPAS within the Corporate Financials:

- IF cognizant Audit: Question 1
- IF attaching overhead rate data: Question 4 – Overhead rate and Certification of Final Indirect Costs



Q3: Do I have to use this extension?

A: No, this is only for firms who need the extension due to the outbreak and quarantine which is preventing them from getting the proper documents needed for their submittal. If you can submit on time, please do.

REMEMBER: the sooner you get your information submitted, the sooner we can finalize your SEFC. If you submit last minute, or wait until your final deadline, it will take just as long to approve your SEFC and you will be at the end of the que.



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Q4: How will I be able to reattach my information and resubmit?

A: We will send back your SEFC with “Additional Information” stating it’s due to the time extension. You will have until the new deadline to submit. Our office will be keeping track of those firms who are utilizing the extension to ensure proper documentation is submitted by the new deadline. Once you resubmit your information, please keep the time extension within your submittal for our records. If you do not reattach it, we will send it back with more information asking for it.

Q5: What if I don’t resubmit the information by the new deadline?

A: We will mark your firm as “Not Approved” and you will lose your prequalification. This time extension is a courtesy to allow firms additional time needed as a result of COVID19 and should not be abused.

Q6: On the Time Extension Form, what does the field “Submit SEFC With This Form By” mean?

A: This is calculated based on your Fiscal Year Ending Date. For example, if Firm ABC’s fiscal year ending date is 12/31/2019, they are still required to submit their SEFC with the time extension form by their normal deadline of 6/30/2020 in order to be considered for the time extension. Otherwise, their firm will be automatically marked “Not Approved” by the system because they did not submit an application by their normal deadline.

FIRM NAME	ABC
FISCAL YEAR ENDING DATE	12/31/2019
SUBMIT SEFC WITH THIS FORM BY:	06/30/2020 (calculated)
NEW EXTENDED DEADLINE:	8/11/2020 (calculated)



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Q7: On the Time Extension Form, what is the field “New Extended Deadline”?

A: This is calculated based on your Fiscal Year Ending Date and the extension time frame. This will be your new firm’s submittal date. A complete SEFC packet must be submitted by this date, otherwise we will mark your firm as “Not Approved” due to not submitting proper paperwork on time.

FIRM NAME	ABC
FISCAL YEAR ENDING DATE	12/31/2019
SUBMIT SEFC WITH THIS FORM BY:	06/30/2020 (calculated)
NEW EXTENDED DEADLINE:	8/11/2020 (calculated)

Q8: Dates won’t calculate on my form?

A: There are macros built in on the form – you might need to enable macros within Word:

1. Open up form
2. File
3. Options
4. Trust Center
5. Trust Center Settings
6. Macros
7. Enable all Macros

