

E-Bulletin Newsletter



To provide affordable financial assistance to communities within Wisconsin for water infrastructure projects that protect and improve public health and water quality for current and future generations.



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Upcoming Deadlines

September 15

Last recommended date to submit rate application to PSC.

September 30

SFY 22 CWFP Principal Forgiveness (PF) application deadline (reminder: submit P&S to Water Quality as well as with the application).

October 30

SFY 22 CWFP PF PERF score reevaluation requests deadline.

November 1

SFY 23 ITA/PERF deadline.
(Since October 31st falls on a Sunday, that deadline, by statute, is extended to Monday.)

November 15

2022 LSL Priority Ranking Form and Application (includes ITA) deadline.

CME Corner: Early and Frequent Communication

Each project receiving funding from the Clean Water Fund Program or Safe Drinking Water Loan Program is assigned a DNR [Construction Management Engineer](#). The CME must determine whether construction is proceeding according to DNR-approved plans and specifications, and the terms of the [Financial Assistance Agreement \(FAA\)](#).

The CMEs provide the following [construction management](#) advice to help your project succeed.

Invite CME to all construction progress meetings

Invite your CME *at least a week in advance to the pre-construction meeting* to provide an understanding of the project plan and timing. Ensure your CME has all the conformed construction documents (commonly identified as "Issued for Construction" documents) *prior to the pre-construction meeting*.

Invite your CME to the PSC/DNR pre-application consultation meeting, if applicable, to coordinate [PSC construction authorization](#) and project review and approval times.

Attend the pre-award meeting

You may be contacted by your DNR project manager to attend a pre-FAA meeting with them, your CME, the municipality, and the consultant. This should provide everyone with a solid understanding of what and when documents must be received by the DNR to close your loan on "schedule".

Send all construction correspondence to CME

Copy your CME on any meeting minutes to keep them informed of project progress. Communicate frequently with your CME (and DNR project manager) because they can provide insights as well as answer questions throughout the project.

Send all change orders to CME

Keep your CME informed of all project [change orders \(CO\)](#) because they need to determine project eligibility. A change order is eligible for CWFP/SDWLP funding only if approved by your CME.

DNR, Environmental Loans Section—CF/2, 101 S. Webster Street, PO Box 7921, Madison, WI 53707-7921
dnr.wi.gov/aid/eif.html | CWFP phone: 608-358-3330 | SDWLP phone: 608-445-5964 | [staff directory webpage](#)



Program implementation details are outlined in chs. [NR 162](#) and [NR 166](#), Wis. Adm. Code. [Legal notice](#): This document is intended solely as guidance and does not contain any mandatory requirements except where requirements found in statute or administrative rule are referenced. Any regulatory decisions made by the Department of Natural Resources in any matter addressed by this guidance will be made by applying the governing statutes and administrative rules to the relevant facts. The Wisconsin Department of Natural Resources provides equal opportunity in its employment, programs, services, and functions under an Affirmative Action Plan. If you have any questions, please write to Equal Opportunity Office, Department of Interior, Washington, D.C. 20240. This publication is available in alternative format upon request, call 608-267-9481 for more information.

FSPs No Longer Required for CWFP Loans

The Federal Water Pollution Control Act (FWPCA), as amended by the Water Resources Reform and Development Act (WRRDA), requires any recipient of a loan, for which the application was submitted on or after October 1, 2014, that involves the repair, replacement, or expansion of a publicly owned treatment works, to develop and implement a Fiscal Sustainability Plan (FSP).

FSP development and implementation have been required by the Clean Water Fund Program since SFY 2016, and, for the first three SFYs that the requirement was in effect, principal forgiveness (PF) was available for the development of FSPs.

Our purchases of municipal bonds are viewed as being technically different than issuing loans under the regulations. In order to reduce the burden of obtaining CWFP

funding, we have decided to remove the FSP requirement from the program.

We have decided to remove the FSP requirement from the CWF Program, effective with State Fiscal Year 2022 projects.

Development of FSPs or asset management plans is still strongly encouraged and will be considered an eligible project cost but will no longer be required in order to receive funding.

The sustainability of public wastewater (and drinking water) utilities is a concern in many communities, and resources are available to help with sustainability planning.

- Links to resources are available on our [FSP webpage](#).

September 30th Deadline for SFY 22 CWFP PF Applications

Thursday, **September 30, 2021** is the deadline for State Fiscal Year 2022 Clean Water Fund Program financial assistance applications if competing for principal forgiveness (PF).

We encourage you to submit your application early to ensure it is complete and to be able to contact [program staff](#) prior to the deadline if there are any questions.

Read "[SFY 22 CWFP PF Applications Due September 30th](#)" in E-Bulletin Volume 10, Issue 06, for more information.

Post-submittal changes

If you need to modify your application after submitting it but *prior to the application deadline*, contact Rebecca.Mesdjian@wisconsin.gov, EL Database Manager.

Application completeness review

An assigned DNR project manager will review your submitted application for completeness. If the application is

complete, Department of Administration staff will perform a *preliminary* credit review to determine that the municipality has the financial capacity to repay the loan; the DNR project manager will email the municipality (and consulting engineer, if applicable) indicating that the application is complete; and the project will be included on the corresponding state fiscal year [CWFP Funding List](#), typically posted by mid-November.

The DNR project manager will then work with the municipality and consulting engineer on closing the loan.

If you have any questions about the application process, contact the Clean Water Fund Coordinator.

Contact information

Lisa Bushby
CWFP Coordinator
608-358-3330
Lisa.Bushby@wisconsin.gov

Chapter ADM 35 Revision Process Started

The Department of Administration (DOA) started the process for revising rules in [ch. ADM 35, Wis. Adm. Code](#). ADM 35 governs DOA's financial administration of the Environmental Improvement Fund (EIF).

DOA hopes revisions to ADM 35 will reduce paperwork, incorporate EIF program changes since ADM 35's last revisions in 2002, and align with DNR's in-progress revisions to rules in chs. NR 162 and 166, Wis. Adm. Code.

For more information, see [approved statement of scope](#).

If you want to provide input during the drafting of the proposed rule, email it to DOAEIF@wisconsin.gov by **September 20, 2021**.

- What in ADM 35 currently meets your needs?
- What parts are obstacles or annoyances?
- How should we share information about proposed changes and more opportunities to give input?

After September 20th, you'll have additional opportunities to read and comment on the proposed rule.

SFY 2023 ITAs and PERFs

For State Fiscal Year 2023 funding, you must submit your notice of Intent to Apply with Priority Evaluation and Ranking Formula information through the online system on or before the **November 1, 2021** deadline. (Since October 31st falls on a Sunday, that deadline, by statute, is extended to Monday.)

This deadline for ITAs and PERFs applies to all types of projects funded under the Clean Water Fund Program (CWFP) and the Safe Drinking Water Loan Program (SDWLP). Visit the [ITA](#) webpage to learn more.

Online system & submittal process

The online ITA/PERF system is ready for entry. Visit the [online system](#) webpage to:

- access and learn about the online system and submittal process;
- learn how to request a WAMS ID and Switchboard access; and
- learn about and download the Online Submittal Authorization Certificate.

October 22, 2021 is the final submittal date for the Online Submittal Authorization Certificate and for requesting a WAMS ID and Switchboard access.

For additional assistance navigating the online system, entering information, and submitting an ITA/PERF, review the [CWFP Online ITA Help Text](#) or [SDWLP Online ITA Help Text](#).

Upload documents for PERF points

The information provided in the ITA's PERF section reflects the human health and environmental impacts the project will address and determines its priority score. Appropriate supporting documentation will be required in order to receive PERF points (for both loan programs). If relevant documentation is not uploaded, **zero** points will be given for that question.

The help text in the online submittal system contains information about what type of supporting documentation to attach for that question/section. Don't submit your ITA/PERF until you've uploaded all your documents.

LSL PERF Submittals

The Lead Service Line Priority Ranking Form (PERF) and the Application (which also serves as the ITA) are being updated for 2022 and will be available prior to the **November 15, 2021** deadline.

- Visit the [private LSL replacement program](#) webpage.

Helpful Tips for Completing Your ITA and PERF

The notice of Intent to Apply (ITA) and Priority Evaluation and Ranking Formula (PERF) provide the essential information about your project that continues for the life of your project. It is very important that the information contained in the [ITA/PERF](#) be as accurate and descriptive as possible to maximize your eligibility for project costs in the future.

Start early

Begin working on your ITA/PERF early so you have time to contact [DNR staff](#) with any concerns about how to score specific questions for your project and what back-up documentation should be submitted. Start early enough on your ITA/PERF to allow time to gather and submit appropriate documentation to back up all points that you're requesting in the PERF section.

Contact information accuracy

Use accurate emails, phone numbers, and addresses for your firm and municipalities. Verify the municipality's information including address and/or PO Box. Check to be sure PO Box numbers are correct; many smaller communities are eliminating them.

Reusing an ITA

If you're not sure when your project will need funding, submit an ITA early in the planning process. If your project doesn't move forward, you can annually update and resubmit your ITA until funding is received for your project. Submitting an ITA does not commit a municipality to apply for financial assistance.

- If you're going to reuse an ITA, remember to update the project costs for each year.

Note that when you resubmit an ITA, most information is pulled from the original submission and can be edited. However, the original project description cannot be edited, but there is a field where you can enter minor modifications, additions, or deletions to the project since the last submission.

If the overall scope of the project has changed significantly since the last submission, you will need to submit an entirely new ITA.

[Helpful Tips continued on page 4](#)

Helpful Tips continued from page 3

Project scope description

An accurate, clear scope is very important for scoring a project. Note: To be eligible for funding, the project scope of your application for financial assistance must match that of your ITA.

Your project scope should include:

- An explanation of the reason for the project, including the problem to be solved.
- A broad description of the overall scope of the project – generally what will be constructed to solve the problem.
 - Example: State whether you will construct treatment or dig a new well to solve a problem with high radium levels in an existing well.
- A detailed description of all significant portions of the project's proposed solution, such as what work activities and equipment purchases and installations are planned (*e.g. land purchases, demolition, road construction, new or extensions of existing utilities, mobile equipment, SCADA, telemetry, building improvements, etc.*), including:
 - any new construction or installation of structures, equipment or processes;
 - any upgrade, repair, replacement, or modifications of existing equipment or facilities;
 - any modifications to existing processes; and
 - include project location(s), street location(s), street names, names of water bodies and other useful information.
 - ◆ For collection system and water main projects, state the location of the work (*i.e. street names*).

If multiple alternatives are being looked at to solve a single problem (*e.g. treatment vs. a new well to solve a contaminated well problem*) submit a PERF for each alternative for scoring.

Don't combine work at two different locations into one project unless the work at each location must be accomplished together at the same time. Most pipe replacement/rehabilitation projects are an exception.

Submit separate ITA/PERFs for each distinct project

You should split the project scope described into two or more projects if more than one problem is being solved under one scope of work.

- For a project with both a CWFPP and a SDWLP component, a municipality needs to submit separate CWFPP and SDWLP ITAs to be eligible to apply for funding for both costs.
- For CWFPP, separate out wastewater treatment plant projects from collection system projects because each has unique scoring criteria.
- For SDWLP, split up distinct drinking water projects (*e.g. separate out SCADA and well house projects from water main projects.*)

For additional information and project examples, read "[Detailed Project Scope Description](#)" in E-Bulletin Volume 8, Issue 06.

PERF scoring and relevant documentation

Documentation will be required to receive PERF points (for both loan programs). You will not receive points requested if appropriate, supporting documentation is not provided at the time of the ITA/PERF submittal. If documentation is not uploaded, **zero** points will be given for that question/section.

The help text in the online submittal system contains information about what type of supporting documentation to attach for that question/section.

Don't submit your ITA/PERF until you have uploaded all your documentation.

Contact information

For CWFPP PERF questions, contact the [DNR Construction Management Engineer](#) in your region.

For SDWLP PERF questions, contact Jim Witthuhn at James.Witthuhn@wisconsin.gov or 608-267-9659.

PSC Rate Case Applications Due September 15th

September 15, 2021 is the DNR's last recommended date to submit an [Application to Increase Water Rates](#) to the Public Service Commission of Wisconsin for State Fiscal Year 2022 Safe Drinking Water Loan Program projects. For information on the process, read "[PSC Applications Due September 15th](#)" in E-Bulletin Volume 10, Issue 06.