

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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ITA Deadline Waiver for SFY 2024 LSL and EC Drinking Water Projects

The first year of [Bipartisan Infrastructure Law \(BIL\)](#) Lead Service Line (LSL) funding and year two of BIL Emerging Contaminants (EC) funding for drinking water projects will be integrated into the regular Safe Drinking Water Loan Program (SDWLP) State Fiscal Year 2024 funding cycle. Given that the details of these funding programs were not available at the SFY 2024 ITA/PERF submittal deadline, we are offering flexibility for those who may have missed the deadline.

ITA/PERF Deadline Adjustment

If you are interested in applying but did not submit an [Intent to Apply \(ITA\)](#) with Priority Evaluation and Ranking Formula (PERF) information by the October 31, 2022 deadline, or you would like to submit another ITA/PERF with a different project scope, you can request a waiver to this deadline (for SFY 2024 only).

Email your ITA/PERF deadline variance request and include the WAMS ID of the person who will submit the ITA/PERF to the appropriate contact by **June 1, 2023 (earlier is encouraged)**:

- EC Program - Ryan Atkinson at Ryan.Atkinson@Wisconsin.gov
- LSL Program - Becky Scott at Rebecca.Scott@Wisconsin.gov

We anticipate the SFY 2024 SDWLP online application to be available by April 1, 2023. Submit SFY 2024 SDWLP Applications for LSL and EC projects through the [online system](#) by **June 30, 2023**.

- For EC projects - include approvable plans and specifications and the additional [SDWLP EC PERF \(Form 8700-399\)](#), specific to EC Principal Forgiveness.
- For LSL projects - include the additional updated [SDWLP LSL PERF \(Form 8700-383\)](#) and complete the [Environmental Review \(ER\) module](#) in the online system.

Guidance

You must submit a complete ITA/PERF through the online system before you can start filling out the application. DNR strongly recommends that you give yourself *at least a couple of weeks* to complete the online application. To help applicants through the application process, information, instructions, and guidance documents are on our [Online Systems page](#).

Upcoming Deadlines

Winter/Early Spring 2023

SFY 2024 CWFP & SDWLP Project Priority Lists (PPLs) published.

- Priority score objections deadline within 30 days of SFY 24 CWFP PPL being published.

April 30

Last recommended date for opening bids on SFY 2023 CWFP & SDWLP projects.

May 31

Executed construction contracts due for SFY 2023 SDWLP projects.

June 15

PSC-approved rate order due for SFY 2023 SDWLP projects.



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: 608-720-0802 | [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 federal regulations or state statutes or administrative rules 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 federal regulations and state 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.

Prepare Now for SFY 2024 Application Submittals

All projects with a valid State Fiscal Year (SFY) 2024 Intent to Apply (ITA) submittal will be placed, in priority score order, on the corresponding program's Project Priority List (PPL) and will be eligible to submit an SFY 2024 financial assistance application.

We anticipate posting the SFY 2024 PPLs in winter/early spring of 2023 to the [Project Lists and Intended Use Plans page](#).

We encourage you to submit your application early to ensure it is complete and to be able to contact DNR staff prior to the deadline if there are any questions.

Prep work

DNR strongly recommends that applicants give themselves *at least a couple of weeks* to complete the application in the online system.

To help applicants through the application process, information, instructions, and guidance documents are on our [Online Systems page](#), including the following:

- "Next Steps for Applicants After the ITA" is a timeline on when to procure the documents required for the application.
- "Application Process & Contents" is a detailed checklist of required documentation, including the financial information required by DOA.
- "Application Help Text for the Online System" explains how to navigate the online application system and what information and supporting documentation are needed for each section.
- WAMS ID (aka Wisconsin User ID) and Switchboard registration instructions
- [Online Submittal Authorization Certificate](#)
- New access link to [online application system](#)

The online application system also has help text built-in to clarify what information and supporting documentation are needed for that question/section.

Online application availability

The online application system is currently being updated, we anticipate that this process will be completed by April 1, 2023. Individual projects will be available to work on within the application system once all of the corresponding program's ITAs have been reviewed.

- Safe Drinking Water Loan Program (SDWLP) applicants may begin submitting applications at any point after the system becomes available.

- Clean Water Fund Program (CWFP) applicants may begin submitting applications starting on July 1, 2023.

Deadlines

Complete and submit a Financial Assistance Application with all required documentation through the online system by the appropriate deadline:

June 30, 2023 – SDWLP SFY 2024 application deadline, if competing for principal forgiveness (PF).

- Supplemental SDWLP applications may be submitted anytime during the SFY for projects not seeking principal forgiveness.

September 30, 2023 – CWFP SFY 2024 application deadline, if competing for PF (with the exception of Energy Efficiency Priority PF).

- CWFP applications may be submitted anytime during the SFY for projects not seeking PF.

Post-submittal changes

If you need to modify your application after submitting it but prior to the application deadline, contact Suzy Hasheider at Suzan.Hasheider@Wisconsin.gov or 608-438-3055.

Exception

The Pilot Projects application is a PDF and is currently not available to submit through the online system. Any applications to the [Pilot Projects Program](#) must be submitted in hard copy or by email using the Pilot Projects Financial Assistance Application ([Form 8700-378](#)).

- Submit pilot project applications anytime during the state fiscal year.
- Pilot projects are *not* eligible for PF.

Contact information

Direct comments or questions about using the online systems to Suzy Hasheider, Database Manager, at 608-438-3055 and Suzan.Hasheider@Wisconsin.gov.

Direct questions about CWFP application contents to Lisa Bushby, CWFP Coordinator, at 608-358-3330 and Lisa.Bushby@Wisconsin.gov.

Direct questions about SDWLP application contents to Noah Balgooyen, SDWLP Coordinator, at 608-720-0802 and Noah.Balgooyen@Wisconsin.gov.

Bipartisan Infrastructure Law Signage Requirement

On December 8, 2022, the U.S. Environmental Protection Agency (EPA) issued guidance for implementing a signage requirement for projects funded by the Bipartisan Infrastructure Law (BIL).

BIL signage required

The recipient is required to place a physical sign at the construction site supported by [BIL funding](#) which displays the official *Building a Better America* emblem.

The [BIL Signage Packet](#) contains more information on the requirement, including how to comply and sign design guidance.

Sign location

Only one sign is required per municipality per state fiscal year funding cycle. The sign must be placed in an easily visible location that can be directly linked to the work taking place and must be maintained in good condition throughout the construction period.

In cases where the construction site covers a large area (e.g., lead service line replacement projects), a sign

should be placed in an easily visible location near where the work is being performed (e.g., entrance to the neighborhood, along a main road through town, etc.).

Applicable projects

On February 17, 2023, DNR emailed notice to the State Fiscal Year 2023 Clean Water Fund Program (CWFP) and Safe Drinking Water Loan Program (SDWLP) projects that need to comply.

The BIL signage requirement applies to the following SFY 2023 projects:

- CWFP and SDWLP projects that are receiving principal forgiveness.
- CWFP and SDWLP projects that are designated as federal equivalency.

For [federal equivalency](#) projects, the new BIL signage requirement will *substitute* for the existing signage requirement outlined in the EPA Office of Water Memo dated June 3, 2015.

Build America, Buy America Updates

Congress passed the Build America, Buy America (BABA) Act concurrently with Bipartisan Infrastructure Law. For typical Clean Water Fund and Safe Drinking Water Loan Program projects designated as [federal equivalency](#), the new law expands domestic preference procurement requirements from iron and steel to construction materials and manufactured goods. The [BABA page](#) explains the Act, which projects it affects, what items it applies to, and waivers.

Documenting compliance

On November 3, 2022, EPA released the [BABA Act Implementation Procedures for EPA Office of Water Federal Financial Assistance Programs](#) memorandum that provides important information to support EPA's grantees, contractors, and manufacturers in complying with BABA.

- Section 5: Documenting Compliance (pages 12-16)

New certification form

We are currently putting together a new form, "American Iron and Steel, and Build America, Buy America Certification." It will eventually replace the existing AIS Certification forms.



BABA Adjustment Period Waiver

On September 2, 2022, EPA released their final [Build America, Buy America Act Adjustment Period Waiver for State Revolving Funds](#). It covers SRF projects that have "initiated design planning" prior to May 14, 2022, the statutory effective date of the BABA requirements.

If you believe that your project meets one or more conditions of the Adjustment Period Waiver, email the appropriate program coordinator and attach a memo indicating the reasons why you think your project meets the waiver requirements along with any relevant supporting documentation. If the coordinator agrees that the condition is met, they will concur via email.

For the Clean Water Fund Program, a facilities plan falls under condition i. of the waiver: submitted preliminary engineering report, or equivalent (to the state or to the assistance recipient). If the facilities plan was amended after May 14, 2022, it will be reviewed on a case-by-case basis to determine if the waiver condition is still met.

Contact program coordinators

- [Lisa Bushby](#), Clean Water Fund Program
- [Noah Balgooyen](#), Safe Drinking Water Loan Program

New Free Electronic Payment Option

The Department of Administration (DOA) is pleased to announce a new electronic payment option for Environmental Improvement Fund (EIF) loan payments: eBill, a US Bank product.

The eBill portal is secure, timely, environmentally friendly, and free. The DOA anticipates eBill will go live on March 15, 2023.

Access links to the portal will be available on the [Capital Finance website](#), the [EIF Web Reports](#), or from the link in your invoice. We will provide more information in the next DNR Environmental Loans E-Bulletin.

If you have questions or concerns about the invoice process or your scheduled loan repayments, please reach out to DOA at doaeif@wisconsin.gov.

Updated Request for Disbursement Forms

Due to concerns regarding safeguarding bank account information for the municipalities, this component has been removed from the Request for Disbursement forms.

The bank account information will now be handled exclusively by the Department of Administration (DOA).

- For new Financial Assistance Agreements (FAAs), DOA staff will call the municipal contact to verify the bank information.
- For awards with ongoing disbursements, notify DOA if your bank information changes.

Call Andy Behm, DOA Capital Finance Officer, at 608-266-0739 or email doaeif@wisconsin.gov.

The updated forms are available online:

- [Form 8700-215](#) Request for Disbursement for Financial Assistance Programs
- [Form 8700-366](#) Request for Disbursement for Private LSL Financial Assistance Program

Disbursement Requests Must Have Wet Signatures

The Request for Disbursement form **must be wet ink signed** by the municipal representative. This requirement applies whether the disbursement request is submitted via mail, fax, or email.

Wet signatures only

A handwritten signature is the scripted name of an individual, handwritten by that individual with a pen applied to paper. The physical instance of the scripted name so created constitutes the wet ink signature.

No electronic signatures

We do not accept stamped, digital, and electronic signatures (e-signatures) as certification on the Request for Disbursement form.

Email submittal instructions

For email submittals, we recommend the following: sign the paper form, scan it to a computer, save it as a PDF, then email the complete disbursement request to dncrfdisbursements@wisconsin.gov.

- For each email message, the maximum file size limit is 10MB (ten megabytes).
- The preferred file format is PDF (Portable Document Format).
- Stamped, digital, and electronic signatures are not acceptable.

The shared email account is for disbursement request submittals only. It is monitored by our disbursement specialists in efforts to improve customer service.

Complete disbursement requests

For a municipality to receive a payment from an Environmental Loans program, it must submit a complete Request for Disbursement. Invoices and supporting documentation for eligible costs are required before our staff can approve the disbursement request/the municipality's payment. The same requirements apply regardless of the submittal method.

Resources

- View guidance for the disbursement process on our [Request for Disbursement page](#)
- View the [2023 Disbursement Schedule with 12-Month Calendar \(PUB-CF-061\)](#)

Contact Information

Direct questions to Kim Leizinger, DNR Environmental Loans Disbursement Specialist, at 608-695-0875 and Kimberly.Leizinger@Wisconsin.gov.

