

Clean Water Fund Program

Application Process & Contents

Notice of Intent to Apply

The first step in the application process for obtaining CWFP financial assistance is to submit a notice of [Intent to Apply \(ITA\)](#), due October 31st in the year prior to the State Fiscal Year (SFY). DNR staff will review the ITA, and if it is an eligible project, it will be posted on the corresponding SFY [CWFP Project Priority List \(PPL\)](#). To be eligible to submit an application, the project must appear on the corresponding SFY PPL.

Application Deadline

Submit the CWFP Financial Assistance Application *with all required documentation* through the [online system](#):

- If requesting [principal forgiveness \(PF\)](#), applicants must submit the complete CWFP application by **September 30th**.
- If not requesting principal forgiveness, CWFP applications can be submitted at any time during the State Fiscal Year.

IMPORTANT: Incomplete applications will be ineligible for loan funding until the application is made complete. Applications made complete after the September 30th submittal deadline will be ineligible for principal forgiveness funding. **There is no grace period.**

Facility Plan and Plans & Specifications

Facilities Plans

An *approved* facilities plan is a requirement of the application. Any project seeking CWFP funds must be submitted to DNR for plan review and approval, regardless of a “reviewable” or “maintenance” project classification. For example, an abbreviated form of a facilities plan, or engineering report, is required even for sanitary sewer replacement or rehabilitation projects, if seeking CWFP funding. The facility plan report covers certain federal requirements such as the cost-effectiveness analysis and the environmental analysis.

Requirements for submitting a facilities plan are explained on the [Municipal Wastewater Facility Planning](#) webpage.

- Submit required copies of the facilities plan to the DNR Bureau of Water Quality for approval. **Provide enough lead time** (preferably six months) *before* the September 30th application deadline for the DNR to complete the facilities plan review.
- Include a [parallel cost estimate](#) and an [environmental assessment](#).

Plans and Specifications Submittal: Follow requirements as explained in DNR’s [Wastewater Plan Submittals by Project Type](#).

- Submit final plans and specifications to the DNR by the application submittal deadline. Applicants must submit plans & specs to the Bureau of Water Quality (postmarked by the application deadline) *and* upload electronic copies of plans & specs with the application.

Contact the [DNR Plan Review Staff](#) if you have questions about these requirements.

Application Contents

- Project budget
- [Equipment Replacement Fund Schedule](#)
- Certification that the [User Charge System & Sewer Use Ordinance](#) meet the requirements of [s. NR 162.08, Wis. Adm. Code](#).
- A four-year projection of utility revenues and expenses

Required Documents

- Facility Plan Approval Letter**
- Final plans and specifications**
- Financial information:** (credit review) Municipal financial information required by the Department of Administration (DOA) as indicated below. This information is necessary in determining the affordability of the project and the financial capability of the municipality to repay the loan.
 - Municipality’s current wastewater utility budget
 - Municipality’s most recent 3 years of financial statements, or internal financial statements, if no audit was done.
 - Principal and interest payment schedule for each outstanding bond issue

- Latest official statements, authorizing resolutions, or loan agreements for all outstanding debt obligations.
 - IRS tax related documentation
 - [Interim Financing](#) – Submit the debt instrument to be refinanced with CWFPP funds, if applicable
- **[Design Life Calculation Worksheet](#)**: Both Excel and PDF versions of the worksheet are required if seeking a loan term greater than 20 years. Note: Projects that consist *solely* of installation or replacement of pipeline and associated appurtenances such as pressure relief valves, cleanouts, and manholes, are exempt for the Design Life Calculation Worksheet requirement.
 - **[Reimbursement Resolution](#)**: A reimbursement resolution declaring intent to reimburse municipal accounts with financial assistance proceeds. It is recommended that applicants pass a reimbursement resolution *prior to* incurring any project costs to protect the municipality’s ability to be reimbursed with CWFPP financial assistance. It is **required** that a reimbursement resolution be submitted with the CWFPP application.
 - **[User Charge System and Sewer Use Ordinance](#)**: Proposed or existing. Any required rate increases must be adopted prior to the CWFPP loan closing.
 - **Contracts with system users**: Any existing or proposed contracts with system users.
 - **[Intermunicipal Agreement](#)**: A proposed or executed intermunicipal agreement if the project serves more than one local governmental unit.
 - **[Cost and Effectiveness Certification](#)**: All applicants must certify that they have studied and evaluated the cost and effectiveness of the processes, materials, techniques and technologies for carrying out the proposed project. Applicants must certify that they have selected, to the maximum extent practicable, a project that maximizes the potential for efficient water use, reuse, recapture, conservation and energy conservation. The cost of construction, operations and maintenance and replacement must be taken into account.
 - **[Green Project Reserve \(GPR\)](#)**: Indicate if the project includes any “green” elements as described on [Form 8700-357](#).
 - **Engineering contracts**: Executed engineering contracts for preliminary design/engineering. If available at the time of application submittal, an executed construction management contract must also be uploaded.

Other Documents

- **Phosphorus Reduction Related Costs Documentation**: A breakout of major components related to phosphorus reduction, if requesting phosphorus reduction [priority principal forgiveness \(Priority PF\)](#).

Application Completeness Review

An assigned DNR project manager will review your submitted application for completeness. If the application is complete, 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 SFY [CWFPP Funding List](#), typically posted by the end of 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 Lisa Bushby, Clean Water Fund Program Coordinator, at 608-358-3330 or Lisa.Bushby@Wisconsin.gov.

