

# Next Steps for Wastewater Applicants of the Clean Water Fund Program

Refer to the [CWFP SFY 2018 Project Priority List](#) to find your project's priority score and ranking. Direct any questions or concerns about the application process to your [DNR project manager](#).

## Deadline for complete application submittal

- For State Fiscal Year 2018 funding, submit Wastewater Treatment Projects CWFP Financial Assistance Application, [Form 8700-203](#), with all [required documents](#) to DNR Community Financial Assistance postmarked by the appropriate deadline:
  - If requesting [Principal Forgiveness \(PF\)](#), applications must be submitted by **September 30, 2017**.
  - If requesting [Hardship Financial Assistance](#), applications must be submitted by June 30, 2017.
  - CWFP applications are accepted year round for projects not requesting Hardship or PF.

**Note:** A checklist of applicable items is part of the financial assistance application. Keep a copy to track your submittals.

## Plan reviews by DNR Bureau of Water Quality

**Facilities Plan Submittal:** Follow requirements as explained in DNR's [Wastewater Facility Planning Studies](#).

- Submit required copies of the facilities plan to the department for approval. Provide sufficient lead time (preferably six months) *before the application submittal deadline* for the department 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 [Plan Submittal Requirements for Sewerage Systems](#).

- Submit required copies of approvable, biddable plans and specifications for DNR approval by the application submittal deadline.

## Accomplish *as soon as possible*:

- Pass an [Authorized Representative Resolution](#).
- Pass a [Reimbursement Resolution](#).
- If applicant *is not* listed on [Municipality MHIs for SFY 2018 Projects](#), submit [median household income](#) and [population](#) data.
- Required rate increases must be in effect before the loan closing, see [User Charge Systems & Sewer Use Ordinances](#).

## Accomplish in the near future:

- Obtain your municipal attorney's legal statement or opinion on [land ownership and easement rights](#).
- Notify your municipal bond counsel of the anticipated loan closing.
- Prepare an [equipment replacement fund \(ERF\)](#) schedule and projected ERF deposits.

## Federal requirements

Applicants and their prime contractors and subcontractors must comply with:

- [Cost and Effectiveness Certification](#) – required for CWFP applications submitted on or after 10/01/2015.
- [Davis-Bacon and Related Acts \(DBRA\)](#) – prevailing wage rates for inclusion in bid solicitations, contracts, and subcontracts.
- [Disadvantaged Business Enterprises \(DBEs\)](#) – solicit and utilize when advertising bids, subcontracting, and procuring.
- [Environmental Review](#) – part of facilities planning to assess for resources protected by cross-cutting federal authorities.
- [Fiscal Sustainability Plan \(FSP\) Certification](#) – required for wastewater treatment systems only.
- [Use of American Iron and Steel \(UAIS\)](#) – required if the plans and specifications were approved on or after 06/10/2014.

## PERF score reevaluation requests

Once DNR notifies you of the project's priority score, you have 30 days to object, request a PERF rescore, and provide any **new** information that was **unavailable at the time** of the *Intent to Apply (ITA)/Priority Evaluation and Ranking Formula (PERF)* submittal.

If there is no new information but you have supporting documentation that **was not included** with the ITA/PERF submittal **and** you submit an eligible application for the project, you may object and request a PERF rescore after the application submittal deadline. Your reevaluation request must be made within 30 days of the application submittal deadline.

Email PERF score reevaluation requests and supporting documentation to [Matt Marcum](#), CWFP coordinator.