

Wisconsin Department of Natural Resources  
Clean Water Fund Program (CWFP)  
Safe Drinking Water Loan Program (SDWLP)

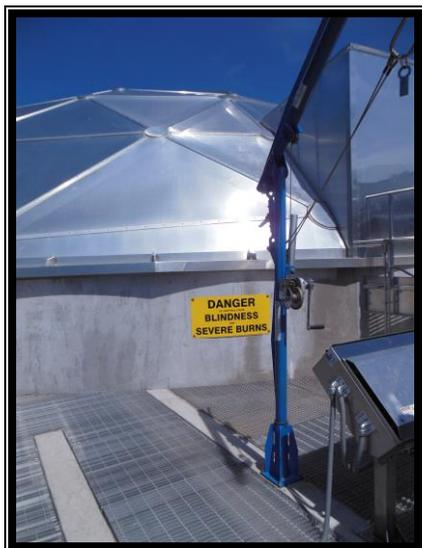
## CONTRACT PACKET for DISADVANTAGED BUSINESS ENTERPRISE COMPLIANCE

*This packet contains important information and required forms for compliance with EPA's Disadvantaged Business Enterprise (DBE) regulations.*

**ALL recipients** of CWFP or SDWLP financial assistance must meet the requirements detailed on page 2 of this packet and use the federal form indicated.

**IN ADDITION**, the department must designate some projects as "Federal Equivalency" projects each year. Any recipient whose project is Federal Equivalency must meet ALL of the requirements described in this packet. Read the two paragraphs below and see the chart on page 2 of this packet to determine whether your project will require your municipality to meet the smaller set of requirements or the larger/Federal Equivalency requirements for DBE compliance.

The department will select Federal Equivalency projects and notify the municipality of its selection prior to the bidding of that project.



## WHICH DBE REQUIREMENTS APPLY TO YOUR MUNICIPALITY OR PROJECT?

Throughout this Packet:

- items in red text apply to ALL municipalities and projects
- items in blue text apply to each project designated as Federal Equivalency

Specific DBE Requirement	CWFP and SDWLP Non-Federal Equivalency Projects	CWFP and SDWLP Federal Equivalency w/ Project Cost @ or Below \$250,000	CWFP and SDWLP Federal Equivalency w/ Project Cost Over \$250,000
Solicit for DBEs	X	X	X
Submit Good Faith Certification Form	X	X	X
Use Federal Form 6100-4	X	X	X
Establish and Keep a Bidders List			X
Include Extra Conditions in Contracts		X	X
Meet Contract Administration Requirements		X	X
Use Federal Form 6100-2		X	X
Use Federal Form 6100-3		X	X



## THE SIX GOOD FAITH EFFORTS

***All CWF and SDWLP financial assistance recipients must comply with the Six Good Faith Effort requirements.***

### What is the purpose of the Six Good Faith Efforts?

The Six Good Faith Efforts are required by EPA for financial assistance agreement recipients to ensure that all disadvantaged business enterprises (DBEs) have the opportunity to compete for procurements funded by EPA financial assistance dollars.

### What are the Six Good Faith Efforts?

- 1) Ensure DBEs are made aware of contracting opportunities to the fullest extent practicable through outreach and recruitment activities. For Tribal, Local and Government recipients, this will include placing DBEs on solicitation lists and soliciting them whenever they are potential sources.
- 2) Make information on forthcoming opportunities available to DBEs and arrange time frames for contracts and establish delivery schedules, where the requirements permit, in a way that encourages and facilitates participation by DBEs in the competitive process. This includes, whenever possible, posting solicitations for bids or proposals for a minimum of 30 calendar days before the bid proposal closing date.
- 3) Consider in the contracting process whether firms competing for large contracts could subcontract with DBEs. For Tribal and local Government recipients, this will include dividing total requirements when economically feasible into smaller tasks or quantities to permit maximum participation by DBEs in the competitive process.
- 4) Encourage contracting with a consortium of DBEs when a contract is too large for one of these firms to handle individually.
- 5) Use the services and assistance of the Small Business Administration (SBA) and the Minority Business Development Agency of the U.S. Department of Commerce.
- 6) If the prime contractor awards subcontracts, require the prime contractor to take the steps in paragraphs (1) through (5) of this section.

***Note: For additional information regarding the solicitation requirements, please see the attached DBE Solicitation Guidance.***

## FEDERAL EQUIVALENCY VS. NON-FEDERAL EQUIVALENCY PROJECT REQUIREMENTS

As noted above, **all municipalities** must comply with the **Six Good Faith Efforts and other steps** identified in **EIF Form 8700-294** (Revised August 2010). In addition, **all municipalities that utilize one or more DBEs** in their CWF or SDWLP projects must **submit EPA Form 6100-4** described on page 3. These are the only DBE requirements for projects that are non-Federal Equivalency.

**Projects designated as Federal Equivalency must comply with the above requirements AND all of the requirements described in the remaining pages of this Contract Packet.**



## What EPA forms are required?

- 1) EPA Form 6100-2 – DBE Program Subcontractor Participation Form. **For projects designated as Federal Equivalency only.** This form gives a DBE subcontractor the opportunity to describe the work the DBE subcontractor received from the prime contractor, how much the DBE subcontractor was paid and any other concerns the DBE subcontractor might have.

The **prime contractor must** provide **EPA Form 6100-2 DBE Program Subcontractor Participation Form** to all of its Disadvantaged Business Enterprise subcontractors. Disadvantaged Business Enterprise **subcontractors may** send completed Form 6100-2 directly to the Region 5 DBE Coordinator listed below.

Adrienne M. Callahan, Region 5 MBE/WBE Coordinator  
 USEPA, Acquisition and Assistance Branch  
 77 West Jackson Boulevard (MC-10J)  
 Chicago, IL 60604

- 2) EPA Form 6100-3 – DBE Program Subcontractor Performance Form. **For projects designated as Federal Equivalency only.** This form, at the time of the bid, captures an intended subcontractor's description of work to be performed for the prime contractor and the price of the work submitted to the prime.
- 3) EPA Form 6100-4 – DBE Program Subcontractor Utilization Form. **ALL CFWP and SDWLP financial assistance recipients that utilize one or more DBEs in their project must submit Form 6100-4.** This form captures the prime's intended use of an identified DBE subcontractor, and the estimated dollar amount of the subcontract.

Form	Requirements	Provided by:	Completed by:	Submitted To:
<a href="#">EPA Form 6100-2</a>	Recipients required to have prime contractors provide form to Subcontractors	Prime Contractors	DBE Subcontractors, if they choose to submit the form	EPA DBE Coordinator
<a href="#">EPA Form 6100-3</a>	Recipients required to have prime contractors provide form to Subcontractors	Prime Contractors	DBE Subcontractors	Recipients as part of a bid or proposal package
<a href="#">EPA Form 6100-4</a>	Recipients required to have prime contractors complete the form	Recipients	Prime Contractors	Recipients as part of a bid or proposal package

Note: All three of the EPA Forms are attached to this Contract Packet and are available individually on our website at <http://dnr.wi.gov/org/caer/cfa/EL/FORMS/forms.html>.



## CONTRACT ADMINISTRATION REQUIREMENTS

### What are the Contract Administration requirements?

There are a number of provisions designed to prevent unfair practices that adversely affect DBEs. Those provisions are as follows:

- 1) A loan recipient must require its prime contractor to pay its subcontractor for satisfactory performance no later than 30 days from the prime contractor's receipt of payment from the loan recipient.
- 2) A loan recipient must be notified in writing by its prime contractor prior to any termination of a DBE subcontractor for convenience by the prime contractor.
- 3) If a DBE subcontractor fails to complete work under the subcontract for any reason, the loan recipient must require the prime contractor to employ the six good faith efforts if soliciting a replacement subcontractor.
- 4) A loan recipient must require its prime contractor to employ the six good faith efforts even if the prime contractor has achieved its fair share objectives.

### What is the Bidders List requirement?

- According to the US EPA: "The purpose of the bidders list is to provide the recipient [DNR] and entities receiving identified loans who conduct competitive bidding [municipalities] with a more accurate database of the universe of MBE/WBE and non-MBE/WBE prime and subcontractors. The bidders list is intended to be a list of all firms that are participating, or attempting to participate, on EPA assisted contracts."
- "The list must include all firms that bid or quote on prime contracts or bid or quote on subcontracts under EPA assisted projects, including both MBE/WBEs and non-MBE/WBEs."
- The bidders list must be kept until construction and the project closeout process are complete.

### What information must be retained on the Bidders List?

- 1) Entity's name with point of contact;
- 2) Entity's mailing address, telephone number, and email address;
- 3) The procurement on which the entity bid or quoted, and when; and
- 4) Entity's status as an MBE/WBE or non-MBE/WBE.

### What is the exemption from the Bidders List requirement?

- A municipality receiving funds in the amount of \$250,000 or less in any single financial assistance agreement, or in more than one financial assistance agreement with a combined total of \$250,000 or less in any one fiscal year, is exempt from the requirement to create and maintain a bidders list.
- This exemption is limited to the bidders list requirements only.



## REQUIRED CONTRACT CONDITIONS

***Include the following language in all construction contracts associated with a Federal Equivalency project.***

This project is being financed in whole or in part by the Wisconsin Department of Natural Resources through the Clean Water Fund Program (CWFP) or the Safe Drinking Water Loan Program (SDWLP). Municipalities constructing projects designated as Federal Equivalency must comply with the following federal laws and all applicable state and federal laws, rules and regulations and must ensure that their contractor(s) also comply with these laws, rules, and regulations.

- 1) Title VI of the Civil Rights Act of 1964 (P.L. 88-352), the Rehabilitation Act of 1973 (P.L. 93-1123, 87 Stat. 355, 29 U.S.C. Sec. 794), the Older Americans Amendments of 1975 (P.L. 94-135 Sec. 303, 89 Stat. 713, 728, 42 U.S.C. Sec. 6102), and subsequent regulations, ensures access to facilities or programs regardless of race, color, national origin, sex, age or handicap.
- 2) Executive Orders 11246, as amended by Executive Orders 11375 and 12086 and subsequent regulations. Prohibits employment discrimination on the basis of race, color, religion, sex or national origin. Inclusion of the seven clauses in Section 202 of E. O. 11246 as amended by E. O. 11375 and 12086 are required in all project related contracts and subcontracts for municipalities over 3,300 population.
- 3) Executive Orders 11625, 12138 and 12432; 40 CFR part 33; Section 129 of P. L. 100-590 Small Businesses Reauthorization & Amendment Act of 1988; Public Law 102-389 (42 U.S.C. 437d); a 1993 appropriations act ("EPA's 8% statute"); Public Law 101-549, Title X of the Clean Air Acts Amendments of 1990 (42 U.S.C. 7601 note) ("EPA's 10% statute"). Encourages recipients to award construction, supply, and professional service contracts to minority and women's business enterprises (MBE/WBE) and small businesses and requires recipients to utilize affirmative steps in procurement.
- 4) 40 CFR Part 33 Participation by Disadvantaged Business Enterprises in Procurement under Environmental Protection Agency (EPA) Financial Assistance Agreements.
- 5) Executive Order 12549, 3 CFR, 189; and 40 CFR Part 32, Subparts B and C. Prohibits entering into contracts or sub-contracts with individuals or businesses who are debarred or suspended. Borrowers are required to check the status of all contractors (construction and professional services) and must require contractors to check the status of subcontractors for contracts expected to be equal to or over \$25,000 via this Internet address: <http://epls.arnet.gov/>.
- 6) Executive Order 13202, as amended by Executive Order 13208, does not allow bid specifications, project agreements or other controlling agreements to require or prohibit bidders, contractors or subcontractors to enter into or to adhere to project labor agreements.
- 7) Section 513 of the Federal Water Pollution Control Act (33 USC 1372) or Section 1450(e) of the Safe Drinking Water Act (42 USC 300j-9(e)), as applicable, which requires that all laborers and mechanics employed by contractors and subcontractors on projects funded directly by or assisted in whole or in part by and through the Federal Government pursuant to this Act shall be paid wages at rates not less than those prevailing on projects of a character similar in the locality as determined by the Secretary of labor in accordance with subchapter IV of chapter 31 of title 40, United States Code. With respect to the labor standards specified in this section, the Secretary of Labor has the authority and functions set forth in Reorganization Plan Numbered 14 of 1950 (64 Stat. 1267; 5 U.S.C. App.) and section 3145 of title 40, United State Code. **Please note this provision ("Davis-Bacon") applies to ALL loan recipients.**



**Disadvantaged Business Enterprise (DBE) Program  
DBE Subcontractor Participation Form**

An EPA Financial Assistance Agreement Recipient must require its prime contractors to provide this form to its DBE subcontractors. This form gives a DBE<sup>1</sup> subcontractor<sup>2</sup> the opportunity to describe work received and/or report any concerns regarding the EPA-funded project (e.g., in areas such as termination by prime contractor, late payments, etc.). The DBE subcontractor can, as an option, complete and submit this form to the EPA DBE Coordinator at any time during the project period of performance.

Subcontractor Name		Project Name	
Bid/ Proposal No.	Assistance Agreement ID No. (if known)	Point of Contact	
Address			
Telephone No.		Email Address	
Prime Contractor Name		Issuing/Funding Entity:	

Contract Item Number	Description of Work Received from the Prime Contractor Involving Construction, Services, Equipment or Supplies	Amount Received by Prime Contractor

<sup>1</sup> A DBE is a Disadvantaged, Minority, or Woman Business Enterprise that has been certified by an entity from which EPA accepts certifications as described in 40 CFR 33.204-33.205 or certified by EPA. EPA accepts certifications from entities that meet or exceed EPA certification standards as described in 40 CFR 33.202.

<sup>2</sup> Subcontractor is defined as a company, firm, joint venture, or individual who enters into an agreement with a contractor to provide services pursuant to an EPA award of financial assistance.



**Disadvantaged Business Enterprise (DBE) Program  
DBE Subcontractor Performance Form**

This form is intended to capture the DBE<sup>1</sup> subcontractor's<sup>2</sup> description of work to be performed and the price of the work submitted to the prime contractor. An EPA Financial Assistance Agreement Recipient must require its prime contractor to have its DBE subcontractors complete this form and include all completed forms in the prime contractors bid or proposal package.

Subcontractor Name		Project Name	
Bid/ Proposal No.	Assistance Agreement ID No. (if known)	Point of Contact	
Address			
Telephone No.		Email Address	
Prime Contractor Name		Issuing/Funding Entity:	

Contract Item Number	Description of Work Submitted to the Prime Contractor Involving Construction, Services , Equipment or Supplies	Price of Work Submitted to the Prime Contractor
DBE Certified By: ___ DOT ___ SBA ___ Other: _____		Meets/ exceeds EPA certification standards? ___ YES ___ NO ___ Unknown

<sup>1</sup> A DBE is a Disadvantaged, Minority, or Woman Business Enterprise that has been certified by an entity from which EPA accepts certifications as described in 40 CFR 33.204-33.205 or certified by EPA. EPA accepts certifications from entities that meet or exceed EPA certification standards as described in 40 CFR 33.202.

<sup>2</sup> Subcontractor is defined as a company, firm, joint venture, or individual who enters into an agreement with a contractor to provide services pursuant to an EPA award of financial assistance.



OMB Control No:  
Approved:  
Approval Expires:

**Disadvantaged Business Enterprise (DBE) Program  
DBE Subcontractor Performance Form**

I certify under penalty of perjury that the forgoing statements are true and correct. Signing this form does not signify a commitment to utilize the subcontractors above. I am aware of that in the event of a replacement of a subcontractor, I will adhere to the replacement requirements set forth in 40 CFR Part 33 Section 33.302 (c).

<b>Prime Contractor Signature</b>	<b>Print Name</b>
<b>Title</b>	<b>Date</b>

<b>Subcontractor Signature</b>	<b>Print Name</b>
<b>Title</b>	<b>Date</b>

The public reporting and recordkeeping burden for this collection of information is estimated to average three (3) hours per response. Send comments on the Agency's need for this information, the accuracy of the provided burden estimates, and any suggested methods for minimizing respondent burden, including through the use of automated collection techniques to the Director, Collection Strategies Division, U.S. Environmental Protection Agency (2822T), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed form to this address.



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**Disadvantaged Business Enterprise (DBE) Program  
 DBE Subcontractor Utilization Form**

This form is intended to capture the prime contractor's actual and/or anticipated use of identified certified DBE<sup>1</sup> subcontractors<sup>2</sup> and the estimated dollar amount of each subcontract. An EPA Financial Assistance Agreement Recipient must require its prime contractors to complete this form and include it in the bid or proposal package. Prime contractors should also maintain a copy of this form on file.

Prime Contractor Name		Project Name	
Bid/ Proposal No.	Assistance Agreement ID No. (if known)	Point of Contact	
Address			
Telephone No.		Email Address	
Issuing/Funding Entity:			

I have identified potential DBE certified subcontractors	___ YES	___ NO	
If yes, please complete the table below. If no, please explain:			
Subcontractor Name/ Company Name	Company Address/ Phone/ Email	Est. Dollar Amt	Currently DBE Certified?

Continue on back if needed

<sup>1</sup> A DBE is a Disadvantaged, Minority, or Woman Business Enterprise that has been certified by an entity from which EPA accepts certifications as described in 40 CFR 33.204-33.205 or certified by EPA. EPA accepts certifications from entities that meet or exceed EPA certification standards as described in 40 CFR 33.202.

<sup>2</sup> Subcontractor is defined as a company, firm, joint venture, or individual who enters into an agreement with a contractor to provide services pursuant to an EPA award of financial assistance.



OMB Control No:  
Approved:  
Approval Expires:

**Disadvantaged Business Enterprise (DBE) Program  
DBE Subcontractor Utilization Form**

I certify under penalty of perjury that the forgoing statements are true and correct. Signing this form does not signify a commitment to utilize the subcontractors above. I am aware of that in the event of a replacement of a subcontractor, I will adhere to the replacement requirements set forth in 40 CFR Part 33 Section 33.302 (c).

<b>Prime Contractor Signature</b>	<b>Print Name</b>
<b>Title</b>	<b>Date</b>

The public reporting and recordkeeping burden for this collection of information is estimated to average three (3) hours per response. Send comments on the Agency's need for this information, the accuracy of the provided burden estimates, and any suggested methods for minimizing respondent burden, including through the use of automated collection techniques to the Director, Collection Strategies Division, U.S. Environmental Protection Agency (2822T), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed form to this address.

# DISADVANTAGED BUSINESS ENTERPRISE (DBE) SOLICITATION GUIDANCE

## CLEAN WATER FUND PROGRAM and SAFE DRINKING WATER LOAN PROGRAM

**All municipalities** applying for funds from the Clean Water Fund Program (CWFP) or the Safe Drinking Water Loan Program (SDWLP) **must make good faith efforts** to solicit disadvantaged business enterprises (DBEs) in their construction projects. When procuring construction work, equipment, raw materials, or supplies for a project, a municipality must comply with the DBE solicitation requirements whenever the procurement must be bid under the state procurement laws. DBEs include, but are not limited to, minority business enterprises (MBEs) and women business enterprises (WBEs).

**Prime contractors and subcontractors** participating in a CWFP or SDWLP funded project **must also make good faith efforts** whenever they subcontract for construction work, equipment, raw materials, or supplies.

**IMPORTANT:** Good faith efforts **include solicitation** of DBEs **and other steps** identified in Form 8700-294, DBE Good Faith Certification Form, which the municipality must complete before receiving a loan. See the Forms section below.

**When advertising bids** for a CWFP or SDWLP funded project, municipalities and contractors must meet the DBE requirements, including the solicitation requirements below. Prime contractors and subcontractors must continue to use the solicitation methods described below under “Three Options to Meet Solicitation Requirements” when hiring any subcontractors for CWFP or SDWLP projects, even if utilization goals have already been met.

### Three Options to Meet Solicitation Requirements

Municipalities, when hiring prime contractors; prime contractors, when hiring subcontractors; and subcontractors, when hiring other subcontractors, must do **at least one** of the following in order to comply with DBE solicitation requirements:

1. **Include language in bid advertisements** that encourages DBEs to submit bid proposals. If contracts are advertised separately, each advertisement should include the DBE language.
  - **MUNICIPALITIES:** To make a good faith effort when hiring prime contractors, the municipality can add a simple statement to its advertisements for prime contractors such as “We encourage DBEs, including MBEs and WBEs, to submit bid proposals.” The advertisements must appear at least in the official newspaper of public record for the municipality. **The municipality must then submit a copy of the advertisement to the DNR along with other bid documents.**
  - **PRIME CONTRACTORS AND SUBCONTRACTORS:** To make a good faith effort when subcontracting, a contractor can advertise for subcontractors with an ad that includes a simple statement like “DBEs, including MBEs and WBEs, are encouraged to submit proposals.” If just one advertisement is published for all areas of work that may be subcontracted, it should indicate those types of work that could be subcontracted. The advertisement(s) must appear in an industry trade publication and/or the official newspaper of public record for the municipality. **The prime contractor should supply a copy of the advertisement to the consulting engineer or the municipality so they can submit it to the DNR along with other bid documents.**
2. **Contact DBEs on a Unified Certification Program (UCP) List** to solicit bids from these firms (e.g., firms registered in the WisDOT UCP, <http://wisconsindot.gov/Pages/doing-bus/civil-rights/dbe/certified-firms.aspx>). This good faith effort option is available for municipalities, prime contractors and subcontractors to comply with the DBE requirements. The individual that makes the contacts should document all the contacts, preferably using [Form 8700-294a](#), the DBE Contacts Worksheet.

The UCP lists are the main sources of certified DBEs for the CWFP and the SDWLP, but there are other sources available. Any certification must meet the same requirements as those used for UCP-listed businesses. Any firm providing DBE certifications must be approved by the U.S. Environmental Protection Agency (USEPA).

3. **Utilize DBEs registered with the UCP** (e.g., WisDOT UCP, <http://wisconsindot.gov/Pages/doing-bus/civil-rights/dbe/certified-firms.aspx>). Municipalities must require prime contractors to complete and submit with bids EPA Form 6100-4, DBE Subcontractor Utilization Form, for any DBE subcontractors they intend to use on the contract. **Municipalities must then submit those forms to DNR along with other bidding documents prior to loan closing.**

## When Solicitation Requirements Are Not Met

- If none of the above options are used by the municipality and the construction contractor(s) to meet DBE solicitation requirements for a project, **8% of the construction costs in the project budget will be ineligible for SDWLP funding or eligible only for the market interest rate in the CWF.**
- **MUNICIPALITIES:** If a contractor follows at least one of the options to meet DBE solicitation requirements for a project contract, but the municipality uses none of the options to meet DBE solicitation requirements for a project contract, **1% of the construction costs in the project budget for that contract will be ineligible for SDWLP funding or eligible only for the market interest rate in the CWF.**
- **PRIME CONTRACTORS:** If a municipality uses at least one of the options to meet DBE solicitation requirements for a project contract, but the prime contractor uses none of the options to meet DBE solicitation requirements, **7% of the costs of that specific construction contract that would have been eligible for subsidy will instead be ineligible for SDWLP funding or eligible only for market interest rate in the CWF.**

## Forms

Use the following forms to document good faith efforts and DBE utilization. You can obtain all DBE-related forms from our website at <http://dnr.wi.gov/Aid/documents/EIF/Forms/Forms.html>, or by contacting Meja Maka at (608) 266-9193 or [meja.maka@wisconsin.gov](mailto:meja.maka@wisconsin.gov). The EPA forms are further explained on page 4 of 6 of the "Contract Packet for DBE Compliance".

1. **EIF Form 8700-294 - DBE Good Faith Certification Form.** This mandatory form asks the municipality to certify that required steps were taken to utilize DBEs, including MBEs and WBEs, in its EIF project. The municipality must answer several questions and provide explanations or justification for any "no" answers as to why specific steps were not taken.
2. **EIF Form 8700-294a – DBE Contacts Worksheet (Revised April 2015).** It is not mandatory to submit this form when following Option 2 to meet good faith efforts, but we encourage municipalities and contractors to use Form 8700-294a. This form provides an easy format for documenting contacts and provides DNR with all the information needed to conduct a review of DBE good faith efforts.
3. **EPA Form 6100-2 – DBE Program Subcontractor Participation Form.** This form gives a DBE subcontractor the opportunity to describe the work the DBE subcontractor received from the prime contractor, how much the DBE subcontractor was paid and any other concerns the DBE subcontractor might have. This form is submitted directly to EPA.
4. **EPA Form 6100-3 – DBE Program Subcontractor Performance Form.** This form captures an intended subcontractor's description of work to be performed for the prime contractor and the price of the work submitted to the prime.
5. **EPA Form 6100-4 – DBE Program Subcontractor Utilization Form.** This form captures the prime contractor's intended use of an identified DBE subcontractor, and the estimated dollar amount of the subcontract.

## Contract Packet

When letting a contract for a project that may be financed with CWF or SDWLP financial assistance, municipalities designated as "Federal Equivalency" must include specific language and forms in the bidding documents.

The department will select the Federal Equivalency projects and notify the selected municipalities in advance of bidding.

See the "Contract Packet" on our Environmental Loans News web page at <http://dnr.wi.gov/Aid/LoanNews.html> or under Forms & Publications at <http://dnr.wi.gov/Aid/documents/EIF/Forms/Forms.html> for details of what must be included in the bidding documents. If a municipality is requesting refinancing of a previously constructed project and the Contract Packet documents were not included in the bids, a municipality may complete and submit the required forms to meet this requirement.

## Additional Information

For additional information regarding DBE procurement requirements, contact the DNR project manager assigned to your project or contact Meja Maka at (608) 266-9193 or [meja.maka@wisconsin.gov](mailto:meja.maka@wisconsin.gov). Information is also available on the Environmental Loans website at <http://dnr.wi.gov/Aid/documents/EIF/Guide/DBE.html>.

Contact us at the phone number below or visit our website at:

<http://dnr.wi.gov/Aid/Guide.html>

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**Disclaimer:** *This information is intended solely as guidance, and does not contain any mandatory requirements except where requirements are found in regulations, statute or administrative rule. This guidance does not establish or affect legal rights or obligations, and is not finally determinative of any of the issues addressed. This guidance cannot be relied upon and does not create any rights enforceable by any party in litigation with the State of Wisconsin or the Department of Natural Resources. Any regulatory decisions made by the Department of Natural Resources in any matter addressed by this guidance will be made by applying the governing regulations, statutes, and administrative rules to the relevant facts.*

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## Wisconsin DNR

### Bureau of Community Financial Assistance

Environmental Loans Section – CF/2

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