



Environmental Loans E-Bulletin

We're on the Web!

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

Inside this Issue

Status Update: Project Priority List (PPL)	Pg. 1
UAIS: Answers to Common Questions	Pg. 2
UAIS: Answers to Common Questions	Pg. 3
Help Ensure Funding for Your Municipality	Pg. 3
DNR Webinar: Changes to Environmental Loans Programs	Pg. 4
Rule Changes for ITA and PERF Submittals	Pg. 5
Volunteer to Test On-Line PERFs	Pg. 5
Where Does the On-Line Process Start?	Pg. 6
Process & Timeline for upcoming ITAs/PERFs	Pg. 6
Who Can Submit Online?	Pg. 7
Current Roles in the On-Line System	Pg. 7
Funding for Water & Wastewater Projects	Pg. 8
Staff Contact Info	Pg. 8

Status Update: Project Priority List (PPL)

Wednesday, March 25, 2015 is our target date to publish the **draft** state fiscal year (SFY) 2016 PPLs for both the Clean Water Fund Program (CWFP) and the Safe Drinking Water Loans Program (SDWLP). We will send out a notification after we have published the **draft** PPLs to the Environmental Loans webpage. If a municipality believes their score is incorrect, they will have 30 days to submit additional, supporting documentation to request a re-score.

CWFP

The **draft** CWFP PPL will include the project scores as completed by the Construction Management Engineers (CMEs). If you have questions regarding the **draft** SFY 2016 CWFP PPL, please contact Candice Sovinski at 608-264-8986 or candice.sovinski@wisconsin.gov.

SDWLP

The **draft** SDWLP PPL will include the project scores as completed by DNR Drinking & Groundwater program staff. If you have questions regarding the **draft** SFY 2016 SDWLP PPL, please contact Mary E. Wagner at 608-267-7475 or marye.wagner@wisconsin.gov.

More Time to Prepare SFY 2017 Applications

We are optimistic our proposed rule revisions will be in effect later this spring. Those rule revisions change the deadline for ITA and PERF submittals from December 31 of each year to October 31.

The October 31 deadline for ITA and PERF submittals will allow us to have the project priority lists developed long before the deadline for SDWLP and CWFP Hardship applications. In turn, this will allow everyone more time to prepare financial assistance applications and submit them by their respective deadlines. Remember, to be eligible for funding in SFY 2017, a municipality would need to submit their ITA and PERF by October 31, 2015.



Webinar Ideas

If you have an idea for a webinar topic or a training/tutorial video, please send your ideas to Kay Christensen at kay.christensen@wisconsin.gov. Kay will keep track of the suggestions and the Environmental Loans staff will prioritize them as time allows.

Use of American Iron and Steel (UAIS): Answers to Common Questions

How do I know if the UAIS requirements apply to my project?

The Use of American Iron and Steel (UAIS) requirements apply to any project financed wholly or in part through the Safe Drinking Water Loan Program (SDWLP) or Clean Water Fund Program (CWFP) if the plans and specifications (P/S) for the project were approved on or after the date the applicable legislation was enacted.

CWFP Projects

For the CWFP, the UAIS requirements were made permanent by the passage of the Water Resources Reform and Development Act (WRRDA) which was enacted on June 10, 2014. This means that for any project where the P/S were approved on or after June 10, 2014, the UAIS requirements apply.

SDWLP Projects

For the SDWLP, the UAIS requirement comes from the federal fiscal year (FFY) 2015 Consolidated Appropriations Act which was enacted on December 16, 2014. This means that for any SDWLP project where the plans and specifications were approved on or after December 16, 2014 and the loan closed on or after December 16, 2014, the UAIS requirements apply.

This Act applies the UAIS requirement for SDWLP projects for the remainder of the FFY which ends on September 30, 2016. Whether the UAIS requirements for SDWLP projects continue after September 30, 2016 will be determined by language included in the FFY 2016 appropriation.



What if my project involved multiple P/S approvals, some that were approved before the applicable date and some that were approved after?

In this circumstance it gets down to how you define a “project”. The key is whether the various parts are closely related in *purpose, time, and place*. Could the funded work be considered a complete project without the parts that received the later P/S approvals?

If the answer to this is “no; all parts are necessary for a functioning project” then the date of the first P/S approval is what determines whether the UAIS requirements apply. This applies to amended P/S as well; the original approval date is what determines whether UAIS applies.

Example of a project with multiple plan and specification approvals:

An example of this would be constructing a new well. This type of project generally involves multiple P/S approvals. The new well, wellhouse, and connecting mains are all critical parts for a complete, functioning project.

Each of these parts may receive separate plans and specifications approvals with different approval dates. If the first P/S approval was received before December 16, 2014 then the entire project is exempt from the UAIS requirements.

NOTE: In this example, since all of the project components are necessary for a functioning project, they **cannot be split apart** in order to avoid the UAIS requirements for any one part.

Continued on page 3

Continued from page 2

UAIS: Answers to Common Questions

Our project includes new office furniture, shelving, and lab equipment, and many of the items are made from steel; do these purchases have to comply with the UAIS requirements?

Questions like this are best answered by taking a detailed look at the EPA guidance document, which can be found at: http://water.epa.gov/grants_funding/aisrequirement.cfm.

Questions and answers relating to what particular items are covered or not covered by the UAIS requirements appear on pages 5 through 9 of the guidance. In this particular instance, the answer to question 22 addresses what is not considered a “construction material”.

The answer provides a comprehensive list of examples and includes cabinetry and housings, metal office furniture, shelving, laboratory equipment, and analytical instrumentation, among other things, as specific items which do not have to comply with the UAIS requirements.

It also explains that mechanical and electrical components, equipment, and systems are not considered construction materials and therefore do not have to comply with the UAIS requirements.

EPA’s [American Iron and Steel website](#) provides the following resources:

- the guidance document
- two question and answer documents
- training materials
- a list of approved and denied waivers
- a list of waivers posted for public comment

Where can I find the certification form?

Clean Water Fund Program UAIS Certificate, http://dnr.wi.gov/Aid/documents/EIF/Forms/UAIS_Certificate_CWFP.pdf.

Safe Drinking Water Loan Program UAIS Certificate, http://dnr.wi.gov/Aid/documents/EIF/Forms/UAIS_Certificate_SDWLP.pdf.

If you still have questions about UAIS compliance, contact our UAIS specialist, Becky Scott, at rebecca.scott@wisconsin.gov.



Help Ensure Funding for Your Municipality

All state fiscal year (SFY) 2015 Safe Drinking Water Loan Program (SDWLP) loans must be closed by June 24, 2015 as this is the last loan closing date in SFY 2015.

If you have not already done so, we need you to submit complete bid documentation to your project manager by the end of March.

This ensures sufficient time for the project manager to review the documents, enter the information into our database, finalize the budget, and prepare all loan agreements and attachments.

If you don’t meet this deadline for loan closing, you will need to contact your project manager to discuss options for funding in subsequent years.

DNR Hosting Environmental Loans Webinar: Changes to the Environmental Loans Programs

Date: Thursday, April 2, 2015, 1:30 – 2:30 p.m.

View: [Environmental Loans Program Changes](#)

Panel: Robin Schmidt, Environmental Loans Section Chief; Jeanne Cargill, NR Funding Specialist; and Becky Scott, NR Funding Specialist.

DNR is planning a public webinar that will include a 15-minute presentation highlighting changes to the Environmental Loans Program. Following the presentation, a panel will be available for up to 45 minutes to answer questions.

Changes to chs. NR 162 and 166, Wis. Admin. Code, relating to Clean Water Fund Program (CWFP) & Safe Drinking Water Loan Program (SDWLP).

Changes to the Federal Clean Water Act, relating to the Water Resource Reform and Development Act of 2014, also known as WRRDA.

Other **policy changes** affecting program implementation.

You can join a live presentation before it begins or after it has already started. The live Environmental Loans webinar will be recorded for future reference. It will be posted to the Environmental Loans website along with the slide show handout.

Guidance for the best viewing experience:

- [Mediasite Player viewing requirements](#)
- [DNR website requirements](#)
- [DNR Help for Troubleshooting Mediasite \[PDF\]](#)

Ask Questions

You may submit questions by e-mail prior to the webinar. Please email questions by March 26 (1 week prior to the webinar). We will try to include answers to your questions in the presentation or during the Q&A.

Direct questions about rule revisions to chs. NR 162 and 166, Wis. Admin. Code to Jeanne Cargill at jeanne.cargill@wisconsin.gov or 608-267-7587.

Direct questions about changes to the Federal Clean Water Act and WRRDA to Becky Scott at rebecca.scott@wisconsin.gov or 608-267-7584.

During the webinar, questions may be submitted online using the Mediasite Player. We will be answering submitted questions during the 45-minute Q&A. Read the instructions for [asking a question online](#) using the Player.

Provide Feedback

We encourage you to provide us with comments and feedback about our webinars. Also, we want to know who is watching our webinars. You can help us by using the “Ask a Question” feature in the Mediasite Player to leave your feedback and contact info: name, company/municipality, and email.

If you’re part of a group viewing the webinar in one room, please provide the name of the company/municipality, the number of people watching, and contact info for one of the participants.

Content feedback about the presentation may be directed to Kay Christensen at kay.christensen@wisconsin.gov.

Technical feedback about the presentation may be directed to either Christopher Tall at christopher.tall@wisconsin.gov or to Charlie Nettesheim at charles.nettesheim@wisconsin.gov.



Rule Changes for ITA & PERF Submittals

Environmental Loans staff anticipate our revised administrative codes to go into effect in early summer. The changes are to chs. NR 162 and 166, Wis. Admin. Code, relating to the Clean Water Fund Program (CWFP) and the Safe Drinking Water Loan Program (SDWLP). Once the codes are effective:

- October 31 is the submittal deadline for all Intent to Apply (ITAs) and Priority Evaluation and Ranking Forms (PERFs). For example, an ITA and PERF must be submitted by October 31, 2015 for funding in state fiscal year (SFY) 2017, which begins July 1, 2016.
- All ITAs and PERFs must be submitted annually because they will only be valid for one state fiscal year (i.e. SFY 2017 begins July 1, 2016 and ends June 30, 2017).
- All ITAs and PERFs must be submitted online. This includes all ITAs and PERFs for SFY 2017.

For questions or concerns about rule revisions to chs. NR 162 and 166, Wis. Admin. Code, contact Jeanne Cargill at 608-267-7587 or jeanne.cargill@wisconsin.gov.

If you have comments or questions about entering and/or submitting ITAs and PERFs online, please contact Becky Mesdjian at 608-266-5888 or rebecca.mesdjian@wisconsin.gov.



Upcoming Deadlines

June 24

- Deadline for SFY 15 SDWLP loan closing.

June 30

- Deadline for SFY 16 SDWLP applications as well as plans and specifications.
- Deadline for SFY 16 CWFP hardship applications as well as plans and specifications.

September 30

- Deadline for SFY 16 CWFP principal forgiveness applications as well as plans and specifications.

Volunteer to Test On-Line PERFs

If you are interested in testing the on-line system for PERF submittals, email Becky Mesdjian at rebecca.mesdjian@wisconsin.gov.

If you help test the on-line system this year, you will need to request a separate WAMS ID and register with the DNR Switchboard for the development environment. The on-line system's production and development environments require separate registrations.

On June 1, 2015 (if not before), the on-line system for submitting PERFs will be ready for external testing. We hope to test submittals from various firms and water/wastewater systems. Before we implement the on-line system for all projects, we want to ensure the process is smooth and performs without problems.

Once we complete our testing and move the on-line system to the production environment for actual PERF submittals, we'll send out a notification. We anticipate having the on-line system in place and working for everyone by July 6, 2015.

Where Does the On-Line Process Start?

Register for WAMS ID and DNR Switchboard Access



Anyone entering and/or submitting an on-line ITA/PERF is required to have a Web Access Management System (WAMS) user ID and register with the DNR Switchboard for access. We anticipate having the on-line system for both ITAs and PERFs in place and working for everyone by July 6, 2015. At that time, municipalities and authorized consultants may enter and submit actual ITAs and PERFs for their respective projects; read more on page 8, “Who Can Submit Online?”

A single WAMS ID (a.k.a. Wisconsin User ID) is good for one person. The WAM System allows an authorized individual to use the same username and password to access the State’s various applications on the internet. The Switchboard is for authorized individuals who need to securely login and access reports and applications that are related to a specific municipality while preventing access to unauthorized individuals.

You must have a WAMS ID **before** registering with the DNR Switchboard:

- First, read the instructions on how to register for a WAMS ID and Switchboard access, [Instructions](#).
- Then, go to the following webpage to create a WAMS ID and register for Switchboard access, <http://dnr.wi.gov/topic/Switchboard/>.

The helpdesk information below will help you with WAMS IDs and the DNR Switchboard. If you cannot find the answer to your question or problem, please contact the helpdesk at 608-267-3123 or DNRSwitchboard@wisconsin.gov.

- Help for creating a [WAMS ID](#)
- Help for requesting access to the [Switchboard](#)
- Help for [logging in and using](#) the Switchboard

PLEASE NOTE: You must obtain your WAMS ID and Switchboard access by October 16. (You may request Switchboard access between now and October 16, 2015. Note that access requests will not be processed until April 1, 2015.)

If you help test the on-line system this year, you will need to request a separate WAMS ID and register with the DNR Switchboard for the development environment. Separate registrations are required for the on-line system’s development and production environments.

For problems and/or questions about WAMS IDs and/or the Switchboard, contact the helpdesk at 608-267-3123 or send an email to dnrswitchboard@wisconsin.gov.

Process and Timeline for Upcoming ITAs and PERFs

Pending adoption of proposed rules, all ITAs and PERFs must be submitted online. This includes all ITAs and PERFs for SFY 2017. Please note the following process and timelines for completing and submitting your ITA and PERF.

- **Now through October 16, 2015** – Request a WAMS ID and DNR Switchboard access.
- **Mid-March** – Updated authorization certificates available online.
- **June 1, 2015** – Start of external-user testing for on-line PERF submittals.
- **July 6, 2015** (target date) – On-Line system ready for actual entry & submittal of ITAs/PERFs.
- **October 16, 2015** – Final requests due for WAMS IDs and Switchboard access.
- **October 31, 2015** – **Deadline for submitting ITAs and PERFs.**

Who Can Submit Online? Enter & Submittal Authorization

Unless a municipality authorizes a consultant to submit an on-line ITA/PERF on their behalf, only municipal officials can submit ITAs/PERFs. If a municipality wants their consultant to submit the ITA/PERF and supporting documents on their behalf, the municipality must fill out and sign the [authorization certificate \[PDF\]](#).

Email the completed authorization certificate in PDF format to Becky Mesdjian at rebecca.mesdjian@wisconsin.gov.

The signed authorization certificate must be received by the DNR before the consultant will be granted access to submit the ITA/PERF online. The consultant can still **enter** the ITA/PERF, by having access to the on-line system, but they will be unable to **submit** the ITA/PERF without the certificate.

The authorization certificates must be signed by an appropriate, authorized municipal staff member:

- Administrator,
- Clerk,
- Director of Public Works (DPW),
- Director,
- Mayor,
- President, or
- other Management position associated with the municipality.



Current Roles in the On-Line System

When you register with the DNR Switchboard, on the “Select Roles” webpage, choose which kind of access you need by selecting a “Role.”

- Is your role to enter the ITA/PERF?
- Or is your role to enter & *submit* the ITA/PERF?

Click on the “Show Roles” button to expand the “**Financial:** Intent to Apply (ITA) and Priority Evaluation and Ranking Form (PERF) for the Clean Water Fund Program (CWFP) and Safe Drinking Water Loan Program (SDWLP).”

For a full description of an access roll, click on the “More Info” link next to it. Check the box next to your needed access role:

- CWFP ITA/PERF – Enter Only
- CWFP ITA/PERF – Enter & Submit
- SDWLP ITA/PERF – Enter Only
- SDWLP ITA/PERF – Enter & Submit

When a “Role” is approved, an email will be sent to you. The ITA/PERF can be accessed from the [Switchboard](#). Once your “Role” is approved, you can enter as many on-line forms as needed for that municipality.

Consultants can **enter** ITAs and PERFs, without a certificate, for communities on their “Current Roles” list.

Consulting engineers will need an authorization certificate for **EACH** community they add to their “Current Roles” list for which they need to **submit** ITAs and PERFs.

If you accidentally create a “Role” that won’t be used, contact Becky Mesdjian and she will delete it: email rebecca.mesdjian@wisconsin.gov or call 608-266-5888.

Funding for Water & Wastewater Projects

DNR's Environmental Improvement Fund (EIF) encompasses two environmental financing programs for local governments. To learn more, visit dnr.wi.gov/Aid/EIF.html.

The **Clean Water Fund Program (CWFP)** provides financial assistance to municipalities for wastewater treatment facilities and urban storm water runoff projects.

The **Safe Drinking Water Loan Program (SDWLP)** provides financial assistance to public water systems for water supply infrastructure to protect public health and address federal and state safe drinking water requirements.

Interest rates for both loan programs can be viewed at dnr.wi.gov/Aid/documents/EIF/Guide/Interest.html

Bundle your funding, contact Samantha Jordt, Funding Sources Specialist, at 608-267-2450 or samantha.jordt@wisconsin.gov

Wastewater projects, contact Candice Sovinski, CWFP Coordinator, at 608-264-8986 or candice.sovinski@wisconsin.gov

Storm water projects, contact Becky Scott, Storm Water Specialist, at 608-267-7584 or rebecca.scott@wisconsin.gov

Water system projects, contact Mary Wagner, SDWLP Coordinator, at 608-267-7475 or marye.wagner@wisconsin.gov

Small Loans Program, contact Michelle Eis, Small Loans Specialist, at 608-267-0490 or michellem.eis@wisconsin.gov

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Remember to contact your Regional CME prior to your pre-construction meeting.

Regional Construction Management Engineers (CMEs):

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920-366-4208
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cell number not yet available

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The *Environmental Loans E-Bulletin* is written by staff in DNR's Environmental Loans Section to provide up-to-date information on both the Clean Water Fund Program and the Safe Drinking Water Loan Program. It is sent out periodically to alert subscribers of the latest news, updates, and upcoming deadlines; to highlight program changes; and to provide assistance on topics that need clarification.