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E-Bulletin Newsletter

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Upcoming Deadlines

September 30 Deadline for SFY 16 CFWP principal forgiveness applications & plans and specs.

October 16 Last day to request WAMS ID and DNR Switchboard access for ITA and PERF submittals.

October 31 Deadline for SFY 17 CFWP & SDWLP ITAs and PERFs. Must be submitted online.

Contact Information

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

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Draft Funding List and Final IUP Available

The Safe Drinking Water Loan Program (SDWLP) State Fiscal Year (SFY) 2016 [Draft Funding List](#) and [Final Intended Use Plan](#) (IUP) are available on the *Project Lists* tab of our web page, <http://dnr.wi.gov/Aid/LoanNews.html>.

The draft IUP becomes final with the publication of the draft funding list. The IUP was also modified to reflect a comment received on the use of unemployment data in the affordability criteria. Based on the comment, we modified the methodology to use the most recent 12 months of unemployment data available rather than the most recent month.

The DNR received 25 complete SDWLP SFY 2016 Applications totaling \$50,257,881 in requested costs by the June 30th deadline. The amount requested includes \$529,008 in Non-Core Project Costs. Project Managers will review Non-Core Project Costs for eligibility and funds requested as Non-Core will be allocated when the Funding List is finalized. [Note: The Department determined 3 project applications were incomplete and will not be included on the SDWLP draft Funding List.]

There is \$4,848,195 available for Principal Forgiveness (PF). The maximum PF is \$500,000 per municipality. The City of Bayfield is allocated an additional 10% of PF since they are a Green Tier Legacy Community.

The Safe Drinking Water Act requires that 15% of the funds available be allocated to systems serving a population less than 10,000. This draft funding list allocates 47.37% of the available funds (61.34% of allocated funds) to small systems.

We will finalize the Funding List when DNR receives the Federal Fiscal Year (FFY) 2015 Capitalization Grant from the U.S. Environmental Protection Agency (EPA), anticipated by the end of September. The SFY 2016 Final Funding List will show the allocation of loan and PF dollars for each project. Remember that SFY 2016 SDWLP loans must be closed by June 30, 2016.

Contact: Mary E. Wagner, 608-267-7475,
marye.wagner@wisconsin.gov

Clarifying the Jargon: Priority List vs. Funding List

You may wonder what the difference is between a Project *Priority* List and a *Funding* List. We hope this article brings a better understanding to those who wonder.

Project Priority List (PPL)

Each year, DNR publishes a Project *Priority* List (PPL) for both the Clean Water Fund Program (CWFP) and the Safe Drinking Water Loan Program (SDWLP). The PPLs include projects for which a valid Intent to Apply (ITA) and *Priority* Evaluation and Ranking Form (PERF) were submitted. The Project *Priority* List identifies, in *priority* score order, the projects that are eligible to apply for funding from the CWFP or SDWLP.

Funding List

The *Funding* List is a list of all complete applications which were received by the application deadline and identify each project's total *requested costs*. These lists serve as the basis for the allocation of *funds* by DOA.

SDWLP Funding List

The SDWLP Funding List includes projects for which a complete financial assistance application was submitted by the June 30 deadline; these projects must have appeared on the SDWLP PPL for the corresponding state fiscal year. The Funding List identifies each project's total requested costs. The projects are listed in priority score order. This ordering is used for the allocation of Principal Forgiveness (PF) funds. PF funds, as applicable, are also detailed on this list.

CWFP Funding List

The CWFP Funding List process is similar to the SDWLP process, with some additional complexities due to the Hardship program and the fact that there is a continuous funding cycle for the CWFP.

The CWFP Funding List includes projects for which a complete financial assistance application was submitted by the September 30 deadline; these projects must have appeared on the CWFP PPL for the corresponding state fiscal year. Projects for which Hardship assistance is requested (application deadline of June 30th), are included on this list with a footnote designating them as Hardship projects.

The Funding List identifies each project's total requested costs. The projects are listed in priority score order. This ordering is used for the allocation of Principal Forgiveness (PF) funds. PF funds, as applicable, are also detailed on this list.

Applications received after September 30, which wish to receive the same Fiscal Year's funding, are added to the list as loan-only funding (loan funding without principal forgiveness).

New Project Manager



Please welcome back Dave Calhoon to the Environmental Loans Section!

You may recall that Dave left the EL program in 2013 to gain more experience as a Grants Manager working on nonpoint source grant projects. We're pleased to announce that Dave will be filling the vacancy left by Laurie Fike, who recently retired.

Dave will be returning in early September and will serve as the CMAR specialist as well as loan project manager. We're pleased to have Dave's expertise and knowledge back in the Environmental Loans Section!

Reminder

You must submit an Intent to Apply (ITA) & Priority Evaluation and Ranking Form (PERF) **online by 10/31/15** for SFY 2017 funding.

A WAMS ID, needed for on-line submittals, must be obtained by 10/16/15.

Contact: Becky Mesdjian, 608-266-5888, rebecca.mesdjian@wisconsin.gov



Endangered Resources Review Requirements for the Safe Drinking Water Loan Program (SDWLP)

All Safe Drinking Water Loan Program (SDWLP) projects, along with staging areas, causing any ground disturbance (including vibrations) must undergo a federally compliant Endangered Resources (ER) Review.

Over the last few years Wisconsin has made changes to the types of activities requiring an ER/ environmental review. These changes have led to some confusion as to what is required when applying for SDWLP financial assistance.

Because the SDWLP is a federally funded program, federal requirements apply. In order to fulfill the federal requirement, we recommend conducting an ER Preliminary Assessment review using the Natural Heritage Inventory (NHI) Public Portal; learn more at <http://dnr.wi.gov/topic/erreview/publicPortal.html>.

If you do not feel comfortable with or are unable to use the NHI Public Portal, the [Endangered Resource Review Request \[pdf\]](#) form and *corresponding response* from the DNR ER Review Program will satisfy the requirement for any SDWLP project.

The Broad Incidental Take Permit/Authorization for No/Low Impact Activities – Annual Report (Form 1700-078) is not a federally compliant ER Review. Do not submit this form with your SDWLP financial assistance application.

*Projects with multiple disturbance footprints will either need multiple ER Preliminary Assessment reviews or a topographic map indicating all the disturbance footprints submitted with the Endangered Resource Review Request form.

Contact: Samantha Jordt, 608-267-2450, samantha.jordt@wisconsin.gov

Use the NHI Public Portal to Conduct an ER Preliminary Assessment

For a preliminary review using the portal, you will need to answer a few questions about your project, **click YES for federal funding**, and create a polygon for the project area*. The portal will then pull data for your project and buffer area to determine if state and/or federally listed endangered species/habitats are present.

- If the results **do not require** further actions, simply save and print the results of the portal's findings and submit them with your SDWLP application.
- If the results **do require** further actions, you will need to request a full ER Review from the DNR Endangered Resources Review Program; learn more at <http://dnr.wi.gov/topic/ERReview/Review.html>.

Further actions will be required if the portal returns this message:

Results

Endangered resources are present and the species present are legally protected. **Further actions are required to ensure compliance** with Wisconsin's Endangered Species Law (s. 29.604 Wis. Stats.) and the Federal Endangered Species Act (16 USC ss 1531-43). Therefore you should request an [Endangered Resources Review](#).

Print/Save Results

Start over

Update: ITA/PERF On-Line Entry & Submittal System

Environmental Loans staff anticipate the ITA/PERF On-Line Entry and Submittal system will go live in a couple of weeks. Help text will be in place in the system to guide you during the submittal process. When we're ready for actual ITA/PERF submittals, we will send out an E-Bulletin with instructions and post links on our web page.

Priority Evaluation & Ranking Form

Documentation will be required in order to receive PERF points (for both programs). The on-line system will have a document upload feature available when we go live.

Safe Drinking Water Loan Program (SDWLP)

The on-line SDWLP PERF requests the same information as the paper form used last year, except we've added two (2) new questions based on the new NR166 code that went into effect July 1, 2015:

Section III: Secondary Contaminant Violation and System Compliance

- SC5 (question 5): Does the project address system reliability?
- SC6 (question 6): Does this project address significant deficiencies identified in the sanitary survey?

Clean Water Fund Program (CWFP)

The on-line CWFP PERF is different from the paper form used last year because of changes resulting from the Intended Use Plan (IUP) and new NR162 code that went into effect July 1, 2015.

Also, if the CWFP project fits into the Wastewater Treatment Plant category then the Water Quality section is pre-populated with the WPDES Permit information.

Brief Process Flow for Submittals

Municipality or Consultant

- Accesses system- fills out ITA & PERF questions
- All fields are required
- Message displayed for missing items
- Attaches/uploads needed documentation
- Submits to DNR
- Email sent to municipality, consultant

DNR

- Reviews ITA
- Assigns project number (if necessary)
- Verifies description of project scope
- Assigns staff (project manager, CME, basin engineer, & plan reviewer)
- Accepts ITA
- Uploads to database
- Email sent to municipality, consultant

DNR

- Reviews PERF
- Verifies points and documentation
- Completes "DNR" copy of PERF
- Enters comments regarding point deductions and missing documentation
- Sends email to municipality and consultant, including entered comments
- Displays both submitted score & DNR re-score on web site (for municipality & consultants to view)

Municipality or Consultant

- Accesses on-line system to view PERF results

DNR

- Adjusts PERF if necessary
- Accepts (approves) PERF
- Uploads to database
- Email sent to municipality, consultant

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Update continued from page 4

Logon & Project Selection

Process the Same as Last Year

To learn more about this process, read pages 2-3 of E-Bulletin Volume 4, Issue 7, <http://dnr.wi.gov/Aid/documents/EIF/news/vol.04.issue.07.pdf>.

DNR Switchboard & WAMS ID (Web Access Management System)

You can create a WAMS ID and register with the DNR Switchboard at <http://dnr.wi.gov/topic/Switchboard/>. The web page provides help topics and tutorials.

You can use the same WAMS ID that you used last year because it doesn't expire.

DNR Switchboard access must be requested this year for everyone interested in submitting an ITA/PERF. Even if you submitted an on-line ITA last year you must re-request access for this year.

Selecting an Access Roll

When you register with the DNR Switchboard, on the "Select Roles" webpage, choose which kind of access (enter or enter & submit) you need by selecting a "Role."

When a "Role" is approved, an email will be sent to you. Then, you can enter as many on-line forms as needed for that municipality.

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.

On-Line Submittal Authorization Certificate

Unless a municipality authorizes a consultant to submit an on-line ITA/PERF on their behalf, only municipal officials can submit ITA/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 an authorization certificate, http://dnr.wi.gov/Aid/documents/EIF/Guide/ITA-PERF_Submittal_Authorization_Certificate.pdf?o=n.

Consultants can **enter** ITA/PERFs, without a certificate, for communities on their "Current Roles" list.

However, consultants will need an authorization certificate for **EACH** community for which they need to **submit** ITA/PERFs. The signed authorization certificate must be received by the DNR before the consultant will be granted access to **submit** the ITA/PERF online. ■



Action	Task	Date
Request	WAMS ID and DNR Switchboard access	Now
Find	Updated authorization certificates (available online)	Now
Test	On-Line PERF entry and submittal (external-user testing)	In progress
Enter and Submit	Actual ITAs and PERFs (available online)	Goes live in a couple of weeks. Will send notice.
Final Request	WAMS ID and DNR Switchboard access	October 16, 2015 (last day for access requests)
Submit (deadline)	SFY 2017 ITAs and PERFs	October 31, 2015 - Deadline

All ITAs and PERFs must be submitted online. This includes all ITAs and PERFs for SFY 2017.