

We're on the Web!

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



E-Bulletin Newsletter

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Upcoming Deadlines

September 30 Deadline for SFY 16 CWFP 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 CWFP & SDWLP ITAs and PERFs. Must be submitted online.

Contact Information

Staff Directory

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

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Market Rate Unchanged for Next Quarter

The current market interest rate of 3.25% will continue to be in effect for the quarter beginning October 1, 2015 through December 31, 2015. Wisconsin Department of Administration (DOA) assesses the market rate on a quarterly basis and confirmed this market rate.

View our interest rates based on the current market rate, <http://dnr.wi.gov/Aid/documents/EIF/Guide/Interest.html>

Contact: Robin Schmidt, 608-266-3915,
robin.schmidt@wisconsin.gov

New Fiscal Sustainability Plan Certification and Webpages Available

Feeling like you're in the dark in regards to the new CWFP requirement for Fiscal Sustainability Plans? Hopefully our new webpages and form can shed some light on the subject:

- Fiscal Sustainability Plan (FSP)
<http://dnr.wi.gov/Aid/documents/EIF/Guide/FSP.html>
- Affordability Criteria and Principal Forgiveness Allocation Methodology
<http://dnr.wi.gov/Aid/documents/EIF/Guide/PF.html>

We have also developed a new Fiscal Sustainability Plan Certification which includes an application for principal forgiveness to help with the costs of FSP development for those municipalities that qualify under the principal forgiveness allocation methodology. This certification is required to be submitted by all CWFP applicants.

- FSP Certification http://dnr.wi.gov/Aid/documents/EIF/Forms/FSP_Certificate.pdf?o=n

Contact: Becky Scott, 608-267-7584,
rebecca.scott@wisconsin.gov

On-Line System is Ready to Use

The on-line system for Notice of Intent to Apply ([ITA](#)) & Priority Evaluation and Ranking Formula ([PERF](#)) submittals is live and ready for actual entries. Help text is in place in the system to guide you. To read more information about on-line submittals, visit <http://dnr.wi.gov/Aid/OnlineSubmissions.html>.

Request a WAMS ID and Register for DNR Switchboard Access

Anyone entering or submitting, or both, an ITA/PERF is required to have a Web Access Management System (WAMS) user ID and register with the DNR Switchboard for access.

- You must obtain your WAMS ID & Switchboard access by **October 16, 2015**.
- You must have a WAMS ID (a.k.a. Wisconsin User ID) before registering with the DNR Switchboard. 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.
- You need to select the appropriate "Role" in the DNR Switchboard to request access to our program's on-line ITA/PERF submittal system.

Save or Print Instructions to View During Process

- First, read the instructions on how to request a WAMS ID and register for Switchboard access, <http://dnr.wi.gov/topic/Switchboard/documents/signuphelp.pdf>
- Second, read the accompanying information from Environmental Loans for adding an access "Role" and facility/municipality, <http://dnr.wi.gov/Aid/documents/EIF/Guide/accompanyinfo.pdf>
- Then, go to the DNR Switchboard to create a WAMS ID and register, <http://dnr.wi.gov/topic/Switchboard/>

Help

If you cannot find the answer to your WAMS ID or DNR Switchboard problem in the below links, please contact the Switchboard Helpdesk at **608-267-3123** or dnrswitchboard@wisconsin.gov.

- [Help and frequently asked questions](#)
- [WAMS ID \(a.k.a. Wisconsin User ID\) \[exit DNR\]](#)
- [Self-Registration Process for WAMS and Switchboard \[exit DNR\]](#)

Documentation Upload

Documentation will be required in order to receive PERF points (for both loan programs). The on-line system will have a document upload feature available soon. You can **enter** information for your ITA/PERF, but don't **submit** your ITA/PERF until you've uploaded your documentation. We will send you notice when the document upload feature is live and ready to use.

Pending Access Approval

Currently, Becky Mesdjian is working on granting access to the on-line ITA/PERF submittal system. Your Switchboard 'home page' will show your pending request(s). After Becky approves your request, an email will be sent to you and the pending status will change. Once your "Role" is approved, you can enter and/or submit as many ITAs/PERFs as needed for that municipality. The ITA/PERF must be submitted by **October 31, 2015** to be eligible for funding in SFY 2017.

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

The Funding Process

This is the first in a series of articles regarding the process for obtaining funding through the Safe Drinking Water Loan Program (SDWLP) and the Clean Water Fund Program (CWFP). We'll point out the WHATs and the WHYs of program requirements.

Future articles will cover:

- engineering report/facility plan approvals;
- application & plan and spec. submittals;
- post-application submittals (e.g., bidding documents, legal opinion regarding land, federal forms);
- loan closing;
- disbursements; and
- project closeout.

Part 1 of the funding process series: Notice of Intent to Apply (ITA) & Priority Evaluation and Ranking Formula (PERF)

To get started in the funding process, submit an [ITA/PERF](#). NOTE: We are changing part of the PERF's name from "Form" to "Formula" to recognize that it is no longer a paper form.

All ITAs/PERFs must:

- be **submitted online**,
- be **submitted annually** (they are only valid for one SFY), and
- be **submitted by October 31** deadline for the project to be eligible for funding the following state fiscal year. EXAMPLE: ITAs/PERFs submitted by October 31, 2015 are eligible for funding in SFY 2017 (7/01/16 - 6/30/17).

Instructions

Instructions for on-line submittals are outlined on page 2 in the article, "On-Line System is Ready to Use." The on-line system will have a document up-

load feature. Documentation, submitted electronically, will be required in order to receive PERF points (for both loan programs).

Project Scope

The [project scope](#) is the basis for DNR to evaluate project eligibility and generate the project's score.

Your project scope should include:

- explanation of what problem is being solved and/or the reason for the project;
- a broad description of the project – generally what will be constructed to solve the problem; and
- a more specific description of what work activities and equipment purchases and installations are planned.

Tips for Successful Scope Delineation

An accurate, clear scope is very important for scoring the project. This is especially true for the SDWLP.

If multiple alternatives are being looked at to solve a single problem, e.g. treatment vs. a new well to solve a contaminated well problem, submit a PERF for each alternative for scoring. Alternatively, wait to submit the ITA/PERF until you know more about the project and request funding in a later SFY.

Don't combine work at two different locations into one project unless the work at each location must be accomplished together, e.g. rehabbing Well #1 may be accomplished without rehabbing Well #2 at the same time. Most pipe replacement/rehabilitation projects are an exception.

DNR may split the project scope described into two or more projects if more than one problem is being solved under one scope of work.

[Part 1 continued on page 4](#)

Part 1 continued from page 3

Median Household Income (MHI)

DNR uses MHI figures in several determinations throughout the funding process. Beginning with ITAs/PERFs submitted (by the October 31, 2015 deadline) for State Fiscal Year 2017, the new rules regarding MHIs apply. Visit <http://dnr.wi.gov/Aid/documents/EIF/Guide/hardmhi.html>.

MHIs for most municipalities are pre-populated in the on-line system for ITA/PERF submittals. If your municipality is NOT a city, town, or village, there are several options for you to determine an MHI through the U.S. Census Bureau as outlined in the link above.

If DNR does not have MHI data for a community prior to publishing the Project Priority List (PPL), DNR will award zero points in the financial need section of the SDWLP PERF for the project. The municipality must provide an MHI before DNR publishes the funding list.

Documentation

DNR has received many PERFs without backup documentation. A lack of documentation may result in loss of points requested for your project, and it delays publishing of the project priority list.

Please note the following:

- Start early enough on your PERFs to allow time to gather and submit appropriate documentation to back up all points that you're requesting in the PERF.
- Attach documentation to the ITA/PERF on-line submittal using the document upload feature.
- The administrative codes for both programs require DNR to base the award of points on documentation submitted to the department. You may not receive points requested if documentation is not provided at the time of ITA/PERF submittal.

ITA/PERF submittal ≠ the Application

Submitting an ITA/PERF **does not mean** you have applied for funding - it only makes you eligible to apply for funding in the upcoming fiscal year. The ITA/PERF submittal is not a formal request for funding, nor does it commit the municipality to utilizing CWF or SDWLP funds.

A Financial Assistance Application form and attachments must be submitted before we can fully evaluate a project and the municipality's credit-worthiness to receive funding.

Next article in the funding process series:

The Financial Assistance Application

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On-Line Resources

Notice of Intent to Apply (ITA)

<http://dnr.wi.gov/Aid/documents/EIF/Guide/ITA.pdf?o=n>

Priority Evaluation and Ranking Formula (PERF)

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

On-Line System for ITA/PERF Submittals

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

Median Household Income (MHI)

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



Focus on Energy Can Help Improve Facility Operations & Cut Costs

Submitted by Focus on Energy

Wisconsin water and wastewater treatment facilities have an opportunity to strengthen their bottom line through energy efficiency improvements. Focus on Energy provides financial and technical support to Wisconsin municipalities for energy efficient projects. Since these facilities are around-the-clock operations, a small reduction in energy usage will result in larger reductions of their energy bill – without sacrificing operations.

Focus on Energy's Agriculture, Schools and Government Program (AgSG) serves facilities that use 1,000 kW or less of power demand. Larger facilities can also receive incentives through Focus on Energy's Large Energy Users Program. Focus on Energy works in partnership with facility managers, administrators, consulting engineers, and operators to provide energy saving best practices, implement energy efficiency projects and upgrade existing equipment.

In an effort to promote energy efficient equipment, Focus on Energy offers two different types of financial incentives to water and wastewater customers. Prescriptive incentives cover replacement equipment with incentives associated with each specific technology. Examples of prescriptive incentives include Variable Frequency Drives for fans and pumps as well as simple lighting replacements. For a full list of eligible prescriptive incentives, visit <https://focusonenergy.com/business/efficient-equipment>. To receive the prescriptive incentive, all paperwork must be submitted to Focus on Energy within 60 days of installation. Energy efficient equipment installations that do not fit the prescriptive categories or are complex are eligible for cash back incentives through custom incentives. Work closely with your Focus on Energy Advisor to define the project's incentive eligibility and preapproval requirements prior to installing equipment.

As an extra perk to customers, bonuses will be awarded to all approved applications through December 31, 2015, with no extra paperwork re-

quired for customers. Prescriptive applications can expect a 10% bonus, while custom projects can expect to receive the following energy savings bonuses:

- \$125/peak kW
- \$0.06/kWh - a 50% bonus
- \$0.80/Therm - a 100% bonus

Energy Advisors are available across the state to provide reliable, expert advice, and assist in completing projects. To find a local Energy Advisor in your territory, visit <https://focusonenergy.com/agsgEA>. Focus on Energy representatives are also available toll-free at 888.947.7828 to answer questions & connect callers to an Energy Advisor.

Energy costs can be a significant strain on operating budgets at water supply and wastewater treatment facilities. The sooner energy efficiency is introduced into the facility design and construction process, the more likely it is to be incorporated into the final project. By helping identify opportunities to save energy and money, facilities can spend less on their energy bills and have more funds available for other essential services.

About Focus on Energy

Focus on Energy is Wisconsin utilities' statewide energy efficiency and renewable resource program funded by the state's investor-owned energy utilities and participating municipal and electric cooperative utilities. Focus on Energy works with eligible Wisconsin residents and businesses to install cost-effective energy efficiency and renewable energy projects. Focus on Energy information, resources and financial incentives help to implement projects that otherwise would not be completed. Its efforts help Wisconsin residents and businesses manage rising energy costs, promote in-state economic development, protect our environment and control Wisconsin's growing demand for electricity and natural gas.

For more information call 800.762.7077 or visit <https://focusonenergy.com/>.