

We're on the Web!

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



E-Bulletin Newsletter

ITA/PERF Deadline Nearing, Get 'Em in Early

October 31, 2015 is the submittal deadline for the Notice of Intent to Apply (ITA) & Priority Evaluation and Ranking Formula (PERF) for a project to be eligible for funding in State Fiscal Year (SFY) 2017.

Learn more about the ITA/PERF, which is the first step for a municipality to be eligible to submit a financial assistance application, at <http://dnr.wi.gov/Aid/documents/EIF/Guide/PERF.html>.

On-Line Submittal System

The on-line system for ITA/PERF submittals is available for use. Help text is in place in the system to guide you. You can learn about the on-line system, related processes, document upload feature, and more at <http://dnr.wi.gov/Aid/OnlineSubmissions.html>. This page has several help documents you may wish to save or print and look at during the processes.

Technical Difficulties

If you have technical difficulties with the ITA/PERF submittal system *on the deadline date*, contact Becky Mesdjian on Monday, November 02, 2015 for assistance and submit by end-of-day.

Helpful Hints:

Please name your supporting document file so it reflects the question you're addressing. For example, if you are providing supporting documentation for bypasses, you could name the file "[Muni]BypassInfo.pdf".

Separate documentation for each question is most helpful to us! If all information is in one document, please provide an index of where to find specific information.

All these helpful efforts help us get your project score confirmed as soon as possible.

ITA/PERFs must be submitted online by **October 31, 2015** to be eligible for funding in SFY 2017.



Documents to Attach for PERF Points

Documentation is required in order to receive PERF points for both the Safe Drinking Water Loan Program (SDWLP) & the Clean Water Fund Program (CWFP). The help text in the on-line submittal system contains information about what type of supporting documentation to attach for that question/section. You may wish to save or print the CWFP/SDWLP On-Line Help Text to view during the process, <http://dnr.wi.gov/Aid/documents/OnlineHelpText.pdf>.

Uploading Your Documents

You can use the on-line system's document upload feature to attach supporting documentation for PERF points. You may enter information for your ITA/PERF, but don't submit your ITA/PERF until you have uploaded all of your documentation.

Submitted **WITHOUT** Documentation?

If you already submitted your ITA/PERF online but did not attach your documentation, **you may email your documentation to Becky Mesdjian by October 31, 2015.**

Guidance for emailing your documentation:

- The only acceptable file format is **PDF** (Portable Document Format).
- Multiple PDFs may be attached to your email; however, don't send all your documents as one PDF. You may have to send more than one email if you have several large PDF attachments.
- For each PDF, the **maximum** size limit is **5 MB** (five megabytes). The upload feature can't handle any file size larger than this. You may have to send more than one email if you have several large PDF attachments.

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